



**Board of Riley County
Commissioners
Regular Meeting
Agenda
May 19, 2014**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 - Dave Lewis, Member](#)

[District 2 - Robert Boyd, Jr., Chair](#)

[District 3 - Ronald Wells, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Appoint Dave Fiser and Herman Kastner to the Riley County Council on Aging Advisory Board
2. Crushed Limestone Chip Bid Recommendation
3. Asphalt Seal Oil Bid Recommendation
4. Tandem Axle Truck Bid Recommendation
5. Sign a letter of support for CASA's application to Attorney General's Office for the Crime Victim's Assistance Fund for child abuse and the Child Exchange and Visitation Center Fund
6. Sign Tax Roll Corrections
7. Sign a Riley County Personnel Action Form

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - May 15, 2014 8:30 AM

Review Tentative Agenda

9. Tentative Agenda

9:00 AM

Cheryl Collins, Museum Director

10. Riley County Historical Museum Staff Report

9:15 AM

Brenda Nickel, Health Department Director

11. Health Department Culture of Quality Agency Professional Development: Incite Health Proposal

9:30 AM

Press Conference

12. Medicare Basics Class - Jennifer Wilson (5 minutes)
13. Manhattan Historic Summit May 22nd - Cheryl Collins (3 minutes)

- 14. USD 383 Summer Feeding Program - Katy Oestman (5 minutes)
- 15. National Public Works Week - Leon Hobson (2-3 minutes)

10:00 AM Brenda Nickel, Health Department Director and Katy Oestman, Health Educator

- 16. Commission Agenda Report: 2014 County Health Ranking: The Interpretation of Riley County's Health Outcomes and Health Factors

10:15 AM Break

10:30 AM Leon Hobson, Public Works Director/County Engineer

- 17. Project update
- 18. Sales Tax Projects Priority List

10:45 AM Monty Wedel, Planning/Special Projects Director

- 19. Resolution Extending Digital On-Premise Sign Moratorium

11:05 AM Clancy Holeman, Counselor/Director of Administrative Services

- 20. Executive session to discuss confidential legal advice regarding potential litigation issues
- 21. Administrative Work Session

12:00 PM Law Enforcement Agency Meeting

- 22. Law Board Meeting Agenda

1:30 PM Cindy Volanti, Human Resource Manager/Deputy Clerk

- 23. Executive session to discuss a performance matter involving non-elected personnel

Adjournment

Announcements

Visit Flint Hills Community Clinic Tuesday, May 20, 2014 at 1:00 p.m.

A Special Meeting for an executive session will be held Tuesday, May 20, 2014 at 3:00 p.m.

A Board of Health Meeting will be held Tuesday, May 20, 2014 at 7:00 p.m. in the Courthouse Plaza East Building, Commission Chambers, 115 N. 4th Street, Manhattan, Kansas.

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 12, 2014**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 - Dave Lewis, Member](#)

[District 2 - Robert Boyd, Jr., Chair](#)

[District 3 - Ronald Wells, Vice Chair](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
Robert Boyd	County Commissioner	Absent	
Ronald Wells	County Commissioner	Present	
Dave Lewis	County Commissioner	Present	
Cindy Kabriel	Admin Assistant II	Present	
Lori Muir	Real Estate Specialist	Present	
Leon Hobson	Public Works Director/County Engineer	Present	
Debbie Regester	Register of Deeds	Present	
Trent Armbrust	Manhattan Area Chamber of Commerce	Present	
Cory Meyer	Network Administrator	Present	
Dawn Shoffner	Interim Director / Assistant Director IT/GIS	Present	
Clancy Holeman	Counselor/Director of Administrative Services	Present	
Cindy Volanti	Human Resource Manager/Deputy Clerk	Present	
Johnette Shepek	Budget and Finance Officer	Present	
Rod Harms		Present	
Laura Monsanto	KMAN	Present	
Brady Bauman	Manhattan Mercury	Present	
Greg Lund	Park Manager	Present	
Brenda Nickel	Health Department Administrator	Present	
Linda Redding	Nursing Supervisor	Present	
Vern Henricks	Greater Manhattan Community Foundation	Present	
Eileen King	County Treasurer	Present	
Mel Van Der Stelt		Present	
Ginny Barnard	County Extension Agent	Present	

Pledge of Allegiance

Public Comment

Commission Comments

The Board discussed the Kansas County Commissioners Association annual meeting hosted in Manhattan.

Business Meeting

1. Sign a Proclamation for Small Business Week

Moved to sign the Proclamation for Small Business Week.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

2. Sign On-Line Access Agreements for Register of Deeds Office

Approval of On-Line Access Agreements for Parry Inc. And Doc Hunters.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

3. Sign Riley County Personnel Action Forms
 - Jerry Sextro, for a status change and promotion (from high school student on the job training program), as an As Needed Clerical Assistant, in the Appraiser's Office, at a grade D step 1, at \$12.45 per hour.
 - Brandon Smith, an As Needed Clerical Assistant, in the Appraiser's Office, for Separation from County Service, effective May 14, 2014.
 - Amanda Sweet, an On Call Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective April 8, 2014.
 - Mitzi Farmer, an On Call Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective April 28, 2014.
 - Kelly Williamson, a HIV-AIDS Case Manager, in the Health

Department, for Separation from County Service, effective April 30, 2014.

4. Sign Riley County Personnel Action Form
 - Curtis Mader, a new hire, as an Engineering Tech Intern, in the Public Works Department, at a grade B step 3, at \$12.11 per hour.
5. Discuss Press Conference for Monday, May 19th
 - Greg McClure - Crop Report
 - Gregg Eyestone - Gardening

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - May 5, 2014 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

Review Tentative Agenda

7. Tentative Agenda

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services and Gary Stith, Flint Hills Regional Council

8. Approval of Flint Hills Regional Transit Administration Interlocal Agreement

Holeman presented the Flint Hills Regional Transit Administration Interlocal Agreement.

Moved to approve the interlocal agreement and authorize the Chairman to sign at the next meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

9:15 AM**Bob Isaac, Planner**

9. Receive memo from Riley County Planning Board for Annual Comprehensive Plan Review

Isaac presented the Riley County Planning Board Annual Comprehensive Plan Review.

Moved to approve the Annual Comprehensive Plan.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

9:30 AM**Press Conference**

10. Present a Proclamation for Small Business Week - Ron Wells and Trent Armbrust (3-5 minutes)
11. New Kansas Health Foundation Grant - Vern Henricks (3 minutes)
12. National Women's Health Week - Linda Redding (3-5 minutes)
13. Health Department presents 2015 budget proposal to Riley County Board of Health Tuesday, May 20th - Brenda Nickel (2 minutes)
14. Dust Control Policy - Leon Hobson (2-3 minutes)

10:00 AM Break

10:10 AM Leon Hobson, Public Works Director/County Engineer

15. Bid opening for asphalt seal oil

The Board of County Commissioners opened the following bids for CRS-1HP and CHFRS-2P asphalt seal oil:

Company	CRS-1HP	CHFRS-2P
Coastal Energy Corp. P.O. Box 218 Willow Springs, MO 65793	\$2.53/gallon	\$2.59/gallon
Vance Brothers, Inc. P.O. Box 300107 Kansas City, MO 64130	\$2.51/gallon	\$2.51/gallon
Ergon Asphalt & Emulsions, Inc. 10416 Caenen Drive Overland Park, KS 66215	\$2.38/gallon	\$2.38/gallon

Moved to refer the bids to staff for evaluation and recommendation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

10:20 AM Leon Hobson, Public Works Director/County Engineer

16. Bid opening for crushed limestone chips

The Board of County Commissioners opened the following bids for crushed limestone chips:

Company	Price/Per Ton
Bayer Construction Co., Inc. 120 Deep Creek Road Manhattan, KS 66502	\$20.40/ton
NR Hamm Quarry, Inc.	\$21.30/ton

609 Perry Place Perry, KS 66073	
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Moved to refer the bids to staff for evaluation and recommendation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

10:25 AM Eileen King, Treasurer

17. Monthly Financial Reports

10:40 AM Clancy Holeman, Counselor/Director of Administrative Services

18. Administrative Work Session

10:47 AM 19. Executive session to discuss confidential legal advice regarding pending litigation issues

Moved that the County Commission recess into executive session on pending litigation pursuant to that exception of the Kansas Open Meetings Act allowing consultation with an attorney for the Board which would be deemed privileged in the attorney-client relationship, the open meeting to resume in the County Commission Chambers at 10:57 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

Moved to go out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis

ABSENT:	Boyd
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No binding action was taken during the executive session.

Moved to authorize the Chairman to sign the settlement document presented by the County Counselor for Riley County District Court Case No. 14-CV-30.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

11:00 AM Johnette Shepek, Budget and Finance Officer

20. CIP, County Building, Economic Development, and ½ Cent Sales Tax Update

11:15 AM Vern Henricks, Greater Manhattan Community Foundation

21. Kansas Foundation Grant Review Request

Moved to approve the matching pledge request in the amount of \$2,000.00 for year two.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

11:30 AM Rich Vargo, County Clerk

22. Year to date budget and expenditure reports

11:40 AM Leon Hobson, Public Works**23. 2014 Asphalt Overlay Bid Recommendation**

Hobson said staff has reviewed the bid and found it to be in order. We have determined Alternate # 2 to be the most economical use of County funds.

Moved to accept the bid for Alternate #2 from Shilling Construction Company, Inc. In the amount of \$56.75 per ton of asphalt and \$1.20 per square yard of pavement milling for a total estimated amount of \$1,328,875 with an additional \$78,875 to paid from Sales Tax Fund.

Moved to activate the expenditure of \$240,000 from the CIP designated for this project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

11:48 AM Adjournment

Moved to adjourn after the County Officials Luncheon.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dave Lewis, County Commissioner
SECONDER:	Ronald Wells, County Commissioner
AYES:	Wells, Lewis
ABSENT:	Boyd

12:00 PM County Officials Luncheon**24. County Officials Luncheon**



COUNTY CLERK & ELECTIONS
Appointment

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

1

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel, Administrative Assistant II

MEETING: May 19, 2014

SUBJECT: Appoint Dave Fiser and Herman Kastner to the Riley County Council on Aging Advisory Board

PRESENTER: Cindy Kabriel, Administrative Assistant II

Moved to appoint Dave Fiser and Herman Kastner to the Riley County Council on Aging Advisory Board and approve Resolution No. 051914- , A Resolution appointing Riley County representatives to the Riley County Council on Aging Advisory Board.

Enclosures:

- Riley County Council on Aging appointment letters Fiser Kastner (PDF)



BOARD OF COMMISSIONERS

1.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6841
Fax: 785-565-6841
E-mail: bocc@rileycountyks.gov

May 19, 2014

Dave Fiser
1732 Westbank Way
Manhattan, KS 66503

Dear Dave:

This is to confirm your appointment to the Riley County Council on Aging Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Council on Aging Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2016.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: Riley County Council on Aging appointment letters Fiser Kastner (1519 : Riley County Council on Aging Advisory Board)

Cindy Kabriel

From: Mary Jo Harbour <mjharb@kansas.net>
Sent: Friday, May 09, 2014 9:34 AM
To: Cindy Kabriel
Subject: District 3

I have an OK from Dave Fiser to serve as Dist 3 rep—assuming this is OK, could you please send a letter of confirmation to Dave? Thanks.

I'm still working on Dist 2, hard to reach the one the group wanted. May be out of town.

Attachment: Riley County Council on Aging appointment letters Fiser Kastner (1519 : Riley County Council on Aging Advisory Board)



BOARD OF COMMISSIONERS

1.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 66501
Phone: 785-565-6844
Fax: 785-565-6844
E-mail: boccc@rileycountyks.gov

May 19, 2014

Herman Kastner
2806 Lakewood Drive
Manhattan, KS 66503

Dear Herman:

This is to confirm your appointment to the Riley County Council on Aging Advisory Board. We greatly appreciate your willingness to serve on this Council/Board and know that the Riley County Council on Aging Advisory Board will benefit from your contribution. Your term appointment is through December 31, 2014.

Sincerely,

Riley County Board of County Commissioners

Chairman

Member

Member

Attachment: Riley County Council on Aging appointment letters Fiser Kastner (1519 : Riley County Council on Aging Advisory Board)

Cindy Kabriel

From: Mary Jo Harbour <mjharb@kansas.net>
Sent: Thursday, May 15, 2014 8:29 AM
To: Cindy Kabriel
Subject: Re: Second district rep pon RCCOA

TY so much-- Dave came to the meeting yesterday to observe, we stayed a few minutes to talk and he looks to be very good for the position. I know Herman (lived near them at the lake) and he also will bring skills to the group.

From: Cindy Kabriel
Sent: Thursday, May 15, 2014 7:59 AM
To: Mary Jo Harbour
Subject: RE: Second district rep pon RCCOA

Hi Mary Jo
 The commission will appoint Dave on Monday, May 19th. I will add Herman to Monday.
 Thanks and have a great day! ☺
 Cindy

From: Mary Jo Harbour [<mailto:mjharb@kansas.net>]
Sent: Wednesday, May 14, 2014 5:32 PM
To: Cindy Kabriel
Subject: Second district rep pon RCCOA

We would like Herman Kastner as the rep for the second district. Assuming the co commis agrees, would you please send him the letter? Did we get one out to Dave Fiser for 3rd district? TY for all you do!

Attachment: Riley County Council on Aging appointment letters Fiser Kastner (1519 : Riley County Council on Aging Advisory Board)

RESOLUTION NO. 051914-**A RESOLUTION APPOINTING RILEY COUNTY REPRESENTATIVES TO
THE RILEY COUNTY COUNCIL ON AGING ADVISORY BOARD**

WHEREAS, Riley County has three representatives on the Riley County Council on Aging Board; and

WHEREAS, the following positions are open and the county residents listed below are eligible and have indicated a willingness to serve; and

WHEREAS, the Board of Commissioners of Riley County, Kansas, desire to appoint these county residents to the board and for the terms as indicated below:

Dave Fiser Comm Dist 3	3-year term appointment	May 19, 2014 - December 31, 2016	Riley County Council on Aging
Herman Kastner Comm Dist 2	3-year term appointment	May 19, 2014 - December 31, 2014	Riley County Council on Aging

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Riley County, Kansas, that the above referenced county residents are hereby appointed to the Riley County Council on Aging Board for the designated period of time.

ADOPTED this 19th day of May, 2014.

**BOARD OF COUNTY COMMISSIONERS
OF RILEY COUNTY, KANSAS**

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO
Riley County Clerk

Attachment: Riley County Council on Aging appointment letters Fiser Kastner (1519 : Riley County Council on Aging Advisory Board)



PUBLIC WORKS
Bid

Leon Hobson

Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

2

COMMISSION AGENDA REPORT

FROM: Leon Hobson, Director of Public Works

MEETING: May 19, 2014

SUBJECT: Crushed Limestone Chip Bid Recommendation

PRESENTER: Leon Hobson, Director of Public Works

I move to accept the low bid from Bayer Construction Company of Manhattan, KS in the amount of \$20.40 per ton for crushed limestone chips.

Enclosures:

- Crushed Limestone Chip Recommendation (PDF)



PUBLIC WORKS

6215 Tuttle Creek Blvd
 Manhattan, Kansas 66503
 Phone: 785-539-2981
 Fax: 785-565-6286

MEMORANDUM

DATE: May 19, 2014

TO: Riley County Board of Commissioners

FROM: Leon Hobson

SUBJECT: BID AWARD – Crushed limestone chips

In consideration of the information below, staff recommends that the Riley County Board of Commissioners accept the bid submitted by Bayer Construction Co., Inc. to supply crushed limestone chips for the low bid amount of \$20.40 per ton.

<u>COMPANY</u>	<u>Price Per Ton</u>	<u>2013 Bid Price</u>
Bayer Construction Co., Inc. PO Box 889 Manhattan, KS 66505	20.40/ton	18.50/ton
Hamm, Inc. 609 Perry Place Perry, KS 66073	21.30/ton	21.59/ton

Attachment: Crushed Limestone Chip Recommendation (1516 : Crushed Limestone Chip Bid Recommendation)



PUBLIC WORKS
Bid

Leon Hobson

3

Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Leon Hobson, Director of Public Works

MEETING: May 19, 2014

SUBJECT: Asphalt Seal Oil Bid Recommendation

PRESENTER: Leon Hobson, Director of Public Works

Moved to accept the low bid from Ergon Asphalt & Emulsions of Kansas City, MO in the amount of \$2.38 per gallon for CRS-1HP asphalt sealing oil.

Enclosures:

- Asphalt Seal Oil Recommendation (2) (PDF)



PUBLIC WORKS

6215 Tuttle Creek Blvd
 Manhattan, Kansas 66503
 Phone: 785-539-2981
 Fax: 785-565-6286

MEMORANDUM

DATE: May 19, 2014
TO: Riley County Board of Commissioners
FROM: Leon Hobson
SUBJECT: BID AWARD – Asphalt Seal Oil

In consideration of the information below, staff recommends that the Riley County Board of Commissioners accept the bid submitted by Ergon Asphalt & Emulsions, Inc. of Overland Park, KS to supply CRS-1HP asphalt seal oil for the low bid amount of \$2.38 per gallon.

ITEM #1

<u>COMPANY</u>	<u>CRS-1HP</u>	<u>Total Cost Comparison</u>		
Ergon Asphalt & Emulsions	2.38	Per gallon	70,000 gal.	\$166,600
1100 W. Grand	\$80.00	Demurrage after 2hrs 10 hrs @	\$80	800
Kansas City, MO 64130	\$60.00	Pump charge	4 @ \$60	240
	\$550.00	Return load charge 2@	\$550.00	<u>1,100</u>
				\$168,740
Vance Brothers, Inc.	2.51	Per gallon	70,000 gal.	\$175,700
PO Box 300107	\$ 70.00	Demurrage after 1.5hrs 10 hrs @	\$70	700
Kansas City, MO 64130	\$ 65.00	Pump charge	4 @ \$65	260
	\$500.00	Return load charge 2@	\$500.00	<u>1,000</u>
				\$177,660
Coastal Energy Corp.	2.53	Per gallon	70,000 gal.	\$177,100
P O Box 218	\$ 70.00	Demurrage after 1.5 hrs 10 hrs @	\$70	700
Willow Springs, MO	\$ 70.00	Pump charge	4 @ \$70	280
	\$925.00	Return load charge 2 @	\$925.00	<u>1,850</u>
				\$179,930

Attachment: Asphalt Seal Oil Recommendation (2) (1514 : Asphalt Seal Oil Bid Recommendation)

ITEM #2

<u>COMPANY</u>	<u>CHFRS-2P</u>	<u>Total Cost Comparison</u>		
Ergon Asphalt & Emulsions 10416 Caeneu Dr. Overland Park, KS	2.38 \$ 80.00 \$ 60.00 \$550.00	Per gallon Demurrage after 2hrs 10 hrs @ \$80 Pump charge Return load charge 2@ \$550.00	70,000 gal. 800 4 @ \$60 1,100	\$166,600 800 240 <u>1,100</u> \$168,740
Vance Brothers, Inc. PO Box 300107 Kansas City, MO 64130	2.51 \$80.00 \$65.00 \$500.00	Per gallon Demurrage after 2hrs 10 hrs @ \$80 Pump charge Return load charge 2@500.00	70,000 gal. 800 4 @ \$65 1,000	\$175,700 800 260 <u>1,000</u> \$177,760
Coastal Energy Corp. P O Box 218 Willow Springs, MO	2.59 \$ 70.00 \$ 70.00 \$925.00	Per gallon Demurrage after 1.5 hrs10 hrs @ \$70 Pump charge Return load charge 2 @ \$925.00	70,000 gal. 700 4 @ \$70 1,850	\$181,300 700 280 <u>1,850</u> \$184,130

2013 Bid Price

Vance Brothers, Inc. PO Box 300107 Kansas City, MO 64130	2.42 per gallon Demurrage \$70 after 1.5 hrs Pump charge \$65 Return load charge 650.00
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Attachment: Asphalt Seal Oil Recommendation (2) (1514 : Asphalt Seal Oil Bid Recommendation)



PUBLIC WORKS
Bid

Leon Hobson

Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

4

COMMISSION AGENDA REPORT

FROM: Leon Hobson, Director of Public Works
MEETING: May 19, 2014
SUBJECT: Tandem Axle Truck Bid Recommendation
PRESENTER: Leon Hobson, Director of Public Works

Moved to accept the low bid from Westfall O'Dell Truck Sales of Kansas City, MO in the amount of \$155,360.00 for a new 12 yard tandem axle dump truck.

Enclosures:

- Tandem Axle Dump Truck Recommendation (PDF)



PUBLIC WORKS

6215 Tuttle Creek Blvd.
 Manhattan, Kansas 66503
 Phone: 785-537-6330
 Fax: 785-537-6331

MEMORANDUM

DATE: May 15, 2014
TO: Riley County Board of Commissioners
FROM: Leon Hobson
SUBJECT: Equipment Purchase – Dump Trucks

In consideration of the information below, staff recommends that the Riley County Board of Commissioners accept the bid submitted by Westfall O'Dell Truck Sales, Kansas City, MO to supply one (1) new 12 Yard tandem axle dump truck, as specified, for the low bid price of \$155,360.00.

This truck order will be finalized when all required purchase documentation is submitted by the successful bidder for review and approved by Riley County.

<u>COMPANY</u>	<u>BID AMOUNT</u>
Westfall O'Dell Truck Sales Kansas City, MO (Mack)	\$155,360.00
Westfall O'Dell Truck Sales Kansas City, MO Mack)	\$155,645.00
KCR International (Diamond) Kansas City, MO (International)	\$157,165.00
KCR International (Diamond) Kansas City, MO (International)	\$157,644.00

Attachment: Tandem Axle Dump Truck Recommendation (1513 : Tandem Axle Truck Bid Recommendation)



OUTSIDE AGENCY
Letter of Support

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

5

COMMISSION AGENDA REPORT

FROM: Jayme Morris-Hardeman, CASA Executive Director

MEETING: May 19, 2014

SUBJECT: Sign a letter of support for CASA's application to Attorney General's Office for the Crime Victim's Assistance Fund for child abuse and the Child Exchange and Visitation Center Fund

PRESENTER: Jayme Morris-Hardeman, CASA Executive Director

Moved to sign a letter of support for CASA's application to Attorney General's Office for the Crime Victim's Assistance Fund for child abuse and the Child Exchange and Visitation Center Fund.

Enclosures:

- CASA's support letter for application (PDF)



BOARD OF COMMISSIONERS

5.a

115 N. 4th Street, 1st Floor
Manhattan, Kansas 6650
Phone: 785-565-684
Fax: 785-565-684
E-mail: bocc@rileycountyks.go

May 19, 2014

To Whom It May Concern:

This Board is writing in support of CASA's application to the Attorney General's Office for the Crime Victim's Assistance Fund for Child Abuse and the Child Exchange and Visitation Center Fund.

Crime Victim's Assistance Funds for Child Abuse support the operation of the CASA program, providing trained advocates for victims of child abuse and neglect involved in the court system. This advocacy is essential in ensuring children's needs are met, including the need for a safe, permanent home where they can thrive.

CEVC Funds provide the staff which oversees Sunflower Bridge Child Exchange and Visitation Center. This "Center" offers a valuable safety service for children, by providing a safe location for non-residential parents to exercise their visitation rights. It also provides a neutral location where parents in conflict can exchange their children for visitation without coming into contact with one another.

Thank you for your consideration of the CASA program's grant application.

Sincerely,

**BOARD OF COMMISSIONERS OF
RILEY COUNTY, KANSAS**

Robert L. Boyd, Jr., Chair

Ronald E. Wells, Member

Dave Lewis, Member

Attachment: CASA's support letter for application (1510 : Letter of Support for CASA)



COUNTY CLERK & ELECTIONS
Tax Roll Correction

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

6

COMMISSION AGENDA REPORT

FROM: Lori Muir
MEETING: May 19, 2014
SUBJECT: Sign Tax Roll Corrections
PRESENTER: Rich Vargo

Moved to sign the Tax Roll Corrections for Joseph McGraw Et Ux (218-27-0-00-00-012.00-0) for tax years 2012 and 2013. This results in a decrease in tax dollars of \$2,913.90 (2012) and \$5,262.60 (2013).

Enclosures:

- McGraw Tax roll correction (PDF)

Taxpayer ID MCGR0009
Owner ID MCGR0009

Control # 2014000228

Tax Year 2013
Tract # MA00241

MCGRAW, JOSEPH D ET UX

CAMA # 218-27-0-00-00-012-00-0-01

1622 WYNDHAM HEIGHTS DR

TU 130 Manhattan Township
Parcel 1910
USD 320 USD 38327-10-7 TR IN NW4 OF
SW4

MANHATTAN, KS 66503-8644

APPRAISER SECTION (Value)

2014/05/14 LMJIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	39130	545500	584630

—	—	—	—
—	—	—	—
—	—	—	—

Total 39130 545500 584630

Assessed Prior to Correction:

CR			
CR	9783	136375	146158

—	—	—	—
—	—	—	—
—	—	—	—

Total 9783 136375 146158

SB41

Appraised After Correction:

CL	Land	Imp	Total
CR	39130	342270	381400

—	—	—	—
—	—	—	—
—	—	—	—

Total 39130 342270 381400

Assessed After Correction:

CR			
CR	9783	85568	95351

—	—	—	—
—	—	—	—
—	—	—	—

Total 9783 85568 95351

SB41

Net Change
203230-

203230-

Net Change

50807-

Total 50807-

SB41

CLERK SECTION (Tax)

2014/05/14 LMJIR

ORDER PRINTED

Tax Prior to Correction:

Levy 103.58000 Gen Tax 15139.06

SB41 \$

SB41 Tax Dollars 15139.06

Tax After Correction:

Levy 103.58000 Gen Tax 9876.46

SB41 \$

SB41 Tax Dollars 9876.46

Net Change

5262.60-

5262.60-

5262.60-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)

Applicable Mill Levy

Net Change in Levied Tax Dollars

50807-

103.58000

5262.60-

Type of Correction DECREASE

Correction Code TP TAX PROTEST

Rate 2.00%

Tax Statement # 20626

Comments PUP Adjustment per Appraiser

Net Change in SB41 Exemption

Net Change in Total Tax Dollars

5262.60-

Owner MCGR0009

MCGRAW, JOSEPH D ET UX

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: McGraw Tax roll correction (1505 : Tax Roll Corrections for Joseph McGraw)

Taxpayer ID MCGR0009
Owner ID MCGR0009

Control # 2014000229

Tax Year 2012
Tract # MA00241

MCGRAW, JOSEPH D ET UX

CAMA # 218-27-0-00-00-012-00-0-01

1622 WYNDHAM HEIGHTS DR

TU 130 Manhattan Township
Parcel 1910
USD 320 USD 38327-10-7 TR IN NW4 OF
SW4

MANHATTAN, KS 66503-8644

APPRAISER SECTION (Value)

2014/05/14 LMUIR

APPROVED

Appraised Prior to Correction:

CL	Land	Imp	Total
CR	39130	526140	565270
—	—	—	—
—	—	—	—
—	—	—	—
Total	39130	526140	565270

Assessed Prior to Correction:

CL	Land	Imp	Total
CR	9783	131535	141318
—	—	—	—
—	—	—	—
—	—	—	—
Total	9783	131535	141318
SB41	—	—	—

Appraised After Correction:

CL	Land	Imp	Total
CR	39130	409470	448600
—	—	—	—
—	—	—	—
—	—	—	—
Total	39130	409470	448600

Assessed After Correction:

CL	Land	Imp	Total
CR	9783	102368	112151
—	—	—	—
—	—	—	—
—	—	—	—
Total	9783	102368	112151
SB41	—	—	—

Net Change
116670-Net Change
29167-Total
SB41 29167-

CLERK SECTION (Tax)

2014/05/14 LMUIR

ORDER PRINTED

Tax Prior to Correction:

Levy	99.90400	Gen Tax	14118.24
SB41 \$	—	—	—
SB41 Tax Dollars	—	—	14118.24

Tax After Correction:

Levy	99.90400	Gen Tax	11204.34
SB41 \$	—	—	—
SB41 Tax Dollars	—	—	11204.34

Net Change
2913.90-
2913.90-

TREASURER SECTION (Summary)

Net Change in Assessed Value
(no SB41 influence)Applicable Mill Levy
Net Change in Levied Tax Dollars

Net Change in SB41 Exemption

29167-
99.90400
2913.90-

Type of Correction DECREASE

Correction Code TP TAX PROTEST Rate 2.00%

Tax Statement # 20220

Comments PUP adjustment per Appraiser

Net Change in Total Tax Dollars

2913.90-

Owner MCGR0009

MCGRAW, JOSEPH D ET UX

By order of the Board of County Commissioners of RILEY COUNTY, Kansas.
(Per K.S.A. 1475, 1701, 1701a, and 1702)

(Date)

Approved by Commission:

Attest by County Clerk:

Attachment: McGraw Tax roll correction (1505 : Tax Roll Corrections for Joseph McGraw)



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

7

COMMISSION AGENDA REPORT

FROM: Cindy Volanti
MEETING: May 19, 2014
SUBJECT: Sign a Riley County Personnel Action Form
PRESENTER: Cindy Volanti

Enclosures:

- Records Asst II (green sheet) (DOC)

RILEY COUNTY PERSONNEL ACTION FORM

<input checked="checked" type="checkbox"/> Add <input type="checkbox"/> Change	Fill Request Date 05/12/14 Employee #
---	--

<input checked="" type="checkbox"/> New Hire	<input type="checkbox"/> Rehire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Promotion	<input type="checkbox"/> Separation from
<input type="checkbox"/> Step Change	<input type="checkbox"/> Status Change	<input type="checkbox"/> Demotion	<input type="checkbox"/> Other	County Service

<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> As-Needed	<input type="checkbox"/> Seasonal
<input type="checkbox"/> Part Time	<input type="checkbox"/> Grant Funded	<input type="checkbox"/> Intern	<input type="checkbox"/> Temporary

Musil	Colleen		
-------	---------	--	--

First

Home Phone

--	--	--	--

City

Zip

Records Assistant II	County Clerk	001-002
----------------------	--------------	---------

Department

Fund

06/02/14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
----------	--------------------------	-------------------------------------	---	-----------------------------

Exempt

Non-Exempt

Ending Date For Temporary

H	03	\$16.22	<input checked="" type="checkbox"/> Hour	\$	<input type="checkbox"/> Month	<input checked="" type="checkbox"/> 40	<input type="checkbox"/>
---	----	---------	--	----	--------------------------------	--	--------------------------

Grade/Step

Pay Rate

Hours Per Workweek

Date:



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
May 22, 2014**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 - Dave Lewis, Member](#)

[District 2 - Robert Boyd, Jr., Chair](#)

[District 3 - Ronald Wells, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss Press Conference for Monday, June 2nd

Review Minutes

Review Tentative Agenda

9:00 AM

Barry Wilkerson, County Attorney

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

2. Administrative Work Session

9:35 AM

Dawn Shoffner, Interim IT/GIS Director/Assistant Director of Technology

9:50 AM

Break

10:00 AM

Lyle Butler, Manhattan Area Chamber of Commerce

3. Economic Development update

10:15 AM

Johnette Shepek, Budget and Finance Officer

4. General Fund Cash Balance

10:35 AM

Judge Wilson and Lanna Nichols, Court Administrator

5. Grand Jury

10:50 AM

Laurie Harrison, Emergency Management Coordinator

6. EMPG 2014 application

Attachment: 05-22-14 tentative (1393 : Tentative Agenda)

11:00 AM Riley County Police Department

7. FY2014 Edward Byrne Memorial Justice Assistance Grant (JAG)

11:30 AM Lunch**Announcements**

County Offices will be closed Monday, May 26, 2014 due to the observance of the Memorial Day holiday.

Board of Riley County Commissioners will not be in session on Monday, May 26, 2014.

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



MUSEUM
Staff Update

Cheryl Collins
Museum Director
2309 Claflin Rd
Manhattan, KS 66502
Phone: 785-565-6490

STAFF REPORT

FROM: Cheryl Collins, Director, Riley County Historical Museum

MEETING: May 19, 2014

SUBJECT: Riley County Historical Museum Staff Report

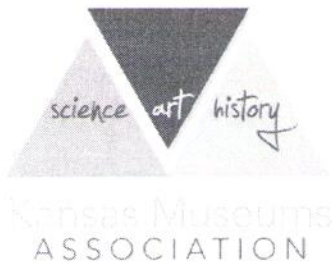
PRESENTER: Cheryl Collins, Director, Riley County Historical Museum

- The biannual Manhattan Historic Summit will be held May 22, 2014 at the City Commission Room of Manhattan's City Hall 6:30 p.m. to 9:00 p.m. Featured speaker will be author David Dary on "Manhattan, History, Some Memories and Thoughts." The Historic Summit is sponsored by the Manhattan/Riley County Preservation Alliance, the Manhattan Historic Resources Board and the Riley County Historical Society and Museum to focus attention on and discussion about historic preservation in our community. This event is free and everyone is invited.
- Cheryl Collins, Riley County Historical Museum Director, presented at and attended the Kansas Museums Association/Kansas Humanities Council workshop "Telling Commemorative Stories" in Abilene, Kansas May 12. She discussed the 2005 Manhattan/Riley County Sesquicentennial event as well as six other commemorative events that the Riley County Historical Museum has been a part of since 2004: Territorial Kansas Sesquicentennial- 2004 - 2011; Brown v. Board of Education 50th Anniversary/100th Anniversary of Manhattan's Douglas School 2004, Riley County Courthouse 100th 2006, Kansas Statehood Sesquicentennial 2011; American Civil War Sesquicentennial 2011 - 2015, Kansas State University Sesquicentennial 2013, 200th Anniversary of the Birth of Isaac Goodnow 2014, and Riley County Historical Society Centennial 2014. (See attached workshop agenda.)

- The Riley County Historical Society and Museum (RCHS &M) participated in the 2014 Kansas Sampler Festival in Wamego, Kansas May 3 and 4, 2014. RCHS & M had a presence in both the Flint Hills tent and the Freedom's Frontier tent. The Kansas Sampler Festival features all there is to see, do, hear, taste, buy and learn in Kansas. The Festival went very well and had a very good attendance. The Kansas Sampler Festival will held again in Wamego in 2015. The Riley County Historical Society and Museum also participated in Get Around 2 It! May 2, 2014 in the Blue Earth Plaza. The Get Around 2 It! Event is held to showcase all there is to see and do in our local community.

Enclosures:

- KMA-KCH Workshop Agenda 2014-05-12 (PDF)



Telling Commemorative Stories

Monday, May 12, 2014

9 a.m to 3:30 p.m.

Abilene Civic Center

201 N.W. Second, Abilene, KS



Workshop Program

This workshop features panel discussions about how to plan and promote your commemorative celebrations. Join colleagues for a lively discussion.

- 9:00 a.m. Registration
- 9:15 a.m. Welcome and Introductions
- 9:30 a.m. Planning for Institutional Anniversary Celebrations
Cheryl Collins, Riley County Historical Museum; Bob Workman, Ulrich Museum, Wichita State University
- 10:30 a.m. Break
- 10:45 a.m. Telling the Important Community Stories (Panel Discussion)
Abby Magariel, Watkins Community Museum (Quantril's Raid); Debra Hiebert, Harvey County Historical Museum (Harvey County Courthouse 50th Anniversary); Sarah Roth-Mullet, Hesston Public Library (Hesston Tornado 25 Years Later)
- 12:00 p.m. Lunch
- 12:30 p.m. Telling the Important Regional and National Stories
Jeff Sheets, Dickinson County Historical Society (Chisholm Trail); Donna Rae Pearson, Topeka Shawnee County Public Library (Brown v. Board of Education); William Snyder, Eisenhower Presidential Museum (D-Day Celebration)
- 2:00 p.m. Break
- 2:15 p.m. Planning Your Commemorations (Small Group Facilitated Discussions)
- 2:45 p.m. Kansas Humanities Council Grant Opportunities
Murl Riedel, Director of Grants, Kansas Humanities Council
- 3:20 p.m. Evaluations



HEALTH DEPARTMENT
Purchase

Brenda Nickel
Health Department
Administrator
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

11

COMMISSION AGENDA REPORT

FROM: Brenda J. Nickel

MEETING: May 19, 2014

SUBJECT: Health Department Culture of Quality Agency Professional Development: Incite Health Proposal

PRESENTER: Brenda J. Nickel, Director & Katy Oestman, MPH, CHES - Accreditation Coordinator

BACKGROUND

The Riley County Health Department has undergone significant change in governance, leadership, and expectations through the transition from a City/County Health Department to county governance. Additionally, in 2012 - 2013, there was a 52% change in personnel within the agency. Since June 2013, the Health Department leadership team and staff have been empowered with information regarding budgets and program outcomes, have been given additional responsibilities in managing their programs and program outcomes, and invited to participate more actively in projects to improve the Department. This empowerment process has occurred concurrently with robust changes in the Department process and infrastructure deemed urgent to assure Department personnel's skills, knowledge, and expertise were being utilized fully to benefit our constituents and customers.

The April 2014 Harvard Business Review <http://hbr.org/2014/04/creating-a-culture-of-quality/ar/1> article "Creating a Culture of Quality" by Ashwin Srinivasan and Bryan Kurey emphasizes the importance of engaging employees in creating a culture of quality in which providing quality services is embedded in the daily work. Four factors were identified as the "essentials" of quality and include:

Leadership Emphasis

Managers are told that quality is a leadership priority.

Managers "walk the talk" on quality.

When evaluating employees, bosses emphasize the importance of quality.

Message Credibility

Messages are delivered by respected sources.
Workers find that communications appeal to them personally.
Messages are consistent and easy to understand.

Peer Involvement

Most employees have a strong network of peers for guidance.
Peers routinely raise quality as a topic for team discussion.
Like members of a sports team, peers hold one another accountable.

Employee Ownership

Workers clearly understand how quality fits with the job.
Workers are empowered to make quality decisions.
Workers are comfortable raising concerns about quality violations and challenging directives that detract from quality. (Srinivasan & Kurey, 2011, no page number)

To facilitate strengthening the agency's efficiency and effectiveness, Health Department employees have been empowered to help create this change in culture and monitor performance to identify opportunities for improvement in services. This process started informally in October 2013 during employee performance evaluations when all staff were asked to critically review their positions and job requirements, identify 1 - 3 projects they would like to work on individually and 1 - 2 quality improvement initiatives to participate in as a member of their respective teams. All Supervisors, Special Program Coordinators, members of the Administrative Team, and employees were given the Public Health Foundation Quality Improvement Encyclopedia and asked to begin to review the resource with formal quality improvement training to be provided to all staff in 2014.

DISCUSSION

The Health Department Director contacted Kansas public health consultant, Ty Kane, MPH, Incite Health LLC, who has expertise in Quality Improvement (QI) training and facilitation at the local, state, and national levels requesting a proposal to provide training on QI and assist the Director and Leadership Team in developing a "culture of quality" (See attached Vita/Resume). Ty is a Certified Quality Improvement Associate through the American Society of Quality and has a breadth of expertise in the field of public health. He has expertise in project management, process facilitation, and training currently working with the Kansas Health Foundation's (KHF) Public Health Practice Program and Wichita State University's Center for Community Support and Research (CCSR).

The Health Department Director Brenda Nickel, Community Health Educator/Accreditation Coordinator Katy Oestman, and Administrative Analyst, Shelley Hays (QI Training Planning Team), consulted via a telephone conference call with Ty to describe the scope of work we require to assist our all members of the Department to learn about QI, develop team QI projects and implement projects with ongoing coaching. We asked for Scenarios that would allow all staff to be trained in workshops that would allow 50% of staff to attend at a time to assure as little disruption in services to our constituents and customers.

The Riley County Health Department's work to strengthen and continually improve services and processes is one of the core functions of public health: Assurance. Through the use of

Assessment or monitoring performance, the Department is determined to develop and implement quality improvement processes that are integrated into the organizational practice, programs, processes, and interventions using data and sound evidence/best practices. The Public Health Accreditation Standards and Measures are the framework in which the Health Department is approaching this work.

FISCAL IMPACT

- See attached Cover Letter that describes options for contracting with the consultant for QI training as requested by the QI Training Planning Team.
- See attached Project Proposal and Budget for three potential training/workshop Scenarios that includes onsite workshops and telephone conference calls.

The recommendation by the Health Department Director (see below) is for Scenario 1. The costs that will be incurred from the General Budget are:

* 55 hours @ \$125/hour	\$6,875.00
* 160 miles @ \$.56 round trip \$179.20 X estimated 4 trips	\$716.80
* Lodging and meals if needed are billed at the current Federal rates based on customer location (See "Notes" of Project Proposal). Estimated costs @ \$120/night	\$480.00

Total Estimated Cost \$8,071.80

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

The Health Department Director recognizes that "grassroots, peer-driven approach to develop a quality of culture (Srinivasan & Kurey, 2011, no page number) is dependent on each member of the team identify their role in changing our culture and moving the organization forward. Previous experience in facilitating QI training in the State Health Department with the Public Health Foundation resulted in teams of staff that not only implemented QI through their training and application, but resulted in those same teams becoming peer consultants for the organization. This requires an investment of time that includes learning, applying concepts, studying the results, making changes, and sharing the results. In short, the "Plan, Do, Study, Act" Cycle of basic QI.

The Department would like to proceed in planning for Scenario 1 that includes ongoing support to the agency for up to a total of 55 hours of resource commitment by Incite Health LLC that will provide a strong foundation for the Department to begin to truly implement QI with the expected outcome of creating a Department QI Team that will develop a performance management system that will be fully integrated in daily practice leading to identification of areas that will require focused quality improvement to continually strengthen our services. Members of the Board of Health and Public Health Advisory Council would be encouraged to attend the training.

A. "I move that the Board of Health approve the Health Department Director to contract for Scenario 1 of the Incite Health LLC proposal to provide quality improvement training to the Riley County Health Department staff and authorize the Director to develop and sign a contract in consultation with the Riley County Counselor that reflects the \$6,875 fee for 55 hours of quality improvement training and support and travel expenses up to a total estimated cost of \$8,071.80.

B. "I move that the Board of Health approve the Health Department Director to contract for the following Scenario _____ to provide quality improvement training to the Riley County Health Department staff and authorize the Director to develop and sign a contract in consultation with the Riley County Counselor that reflects the project fee for listed number of hours of quality improvement training and support in the authorized Scenario _____.

C. "I move that the Board of Health not approve the Health Department Director to contract for quality improvement training with Incite Health LLC.

D. "I move that the Board . . ."

Enclosures:

- Ty Kane Vitae 2014 (PDF)
- 4 8 2014 Riley County Letter (PDF)
- 4 8 2014 RCHD Proposal (PDF)

Ty Kane

302 Coronado Street • Wichita, KS 67208 • 913-530-2952 • ty.s.kane@gmail.com

Education and Certifications

Kansas State University (2004-2006) – Master’s Degree in Public Health
 Kansas State University (1999-2003) – Bachelor’s Degree in Kinesiology
 Certified Quality Improvement Associate (2013) – American Society for Quality

Work Experience

Principal – Incite Health LLC – Wichita, KS – 2013 to Present

- Served as project manager at the Kansas Health Foundation, Public Health Practice Program.
- Served as project facilitator at Wichita State University, Center for Community Support and Research.
- Developed training, workshop materials and other tools to build organizational QI capacity.
- Facilitated multiple online and in-person trainings and workshops.
- Consulted with various health departments to aid in national health department accreditation readiness.

Project Manager – Sedgwick County Health Department – Wichita, KS – 2008 to 2014

Health Analyst/Program Manager (2008 to 2014)

- Led agency accreditation and quality improvement activities from 2009 to present.
- Developed multi-year strategies to build QI culture and prepare for national accreditation.
- Trained more than 150 staff and supported more than 20 QI projects over a three year period.
- Supported community health improvement planning efforts including MAPP and NPHPSP activities.
- Developed relationships with local, state and national partners to support QI & accreditation efforts.
- Spearheaded the redesign and implementation of the SCHD Fetal and Infant Mortality Review Project.

Health Educator/Project Manager (2007 to 2008)

- Managed multiple strategies to support Tobacco Free Wichita during *Clean Air Wichita* campaign.
- Developed and presented health education information on a variety of issues to diverse audiences.

Food, Drug and Lodging Surveyor – KDHE (Wichita Office) – Wichita, KS – 2006 to 2007

- Developed annual schedule to inspect all regulated entities in a four-county area.
- Excelled at submitting accurate and on-time paperwork to supervisor.

Professional Recognitions and Achievements

Kansas Public Health Association – Board Member (2013-Present)
 NACCHO LHD QI Leaders Workgroup – Member (2010-Present)
 NACCHO Accreditation Coordinators Learning Community – (2013-Present)
 RWJF Public Health Quality Improvement Exchange (PHQIX) – National User Group Member (2012-Present)
 Kansas Public Health Leadership Institute Fellow (Cycle IX, 2011-2012)
 Public Health Foundation *Future of Public Health Award* Grant Reviewer (2012)
 Sedgwick County Health Department, Dedication to Teamwork Award Recipient (2012)
 Kansas State University *Excellence in Public Health Award Recipient – Outstanding MPH Graduate* (2011)
 Robert Wood Johnson Foundation *Public Health QI Practice Exchange* – Grant Reviewer (2011)
 USD 259 Wichita Public Schools, Good Apple Award Recipient (2010)

Professional Memberships (Current or Previous)

American Public Health Association (APHA)
 Kansas Public Health Association (KPHA)
 Organizational Member of National Association of County and City Health Officials (NACCHO)
 American Society for Quality (ASQ)

Ty Kane MPH, BS, CQIA

Volunteer Activities and Interests

Volunteer Activities

2013/2014 – Youth Horizons (Kinloch Price Boys Ranch)
 2012 – Allocation Review Committee, United Way of the Plains
 2012 – Race Course Volunteer, Step Up for SIDS 5K
 2011 – Boys Temporary Shelter Volunteer, Wichita Children's Home

Interests

Member of River Community Church in Wichita, Kansas.
 Connecting with family in Sheridan, Thomas and Johnson Counties in Kansas.

Selected Presentations, Publications and Reports

Presentations

Kane, T., Armbruster, S. "QI in Kansas Public Health", Workshop, LHD Workshop Sponsored by KDHE Bureau of Community Health Systems, October 2012 and March 2013.

Kane, T., Hurd, S. "Team Work Plan Development: Creating a (CHA) Roadmap", Workshop, Kansas Health Institute LHD TA Project Learning Collaborative 1, Third Learning Session, November 2012.

Kane, T. "Evaluation and staff perceptions of a local health department quality improvement plan", Oral Presentation, American Public Health Association Annual meeting, October 2012.

Kane, T., Verma, P. "Building a Culture of QI in Your Health Department: A Roadmap to Quality", Oral Session, *National Network of Public Health Institutes 2011 Open Forum, December 2011.*

Kane, T., Armbruster, S., Moran, J. "Implementing Organizational QI Starts with a Plan", Conference Session, *American Public Health Association Annual Meeting, November 2011.*

Kane, T., Armbruster, S., Blackburn, C. "Building a QI Culture at a Local Health Department", Poster Session, *National Association of County and City Health Officials Annual Meeting, July 2011.*

Kane, T., Verma, P. "QI Roadmap", *Conference Pre-Session, Kansas Public Health Association Fall Meeting, September 2011.*

Blackburn, C., Armbruster, S., **Kane, T.** "Building a QI Culture at a Local Health Department", *National Association of County and City Health Officials, accreditNATION National Webinar Series, February 2011.*

Kane, T. "Quality Improvement and Performance Management in Public Health, *Kansas Public Health Leadership Institute Session III, Session Presenter, April 2010*

Kane, T. "Preparing for national voluntary accreditation", 4th Annual Governor's Public Health Conference, Conference Presenter, April 2010

Wilson, S., **Kane, T.** "Current Sedgwick County Initiatives to Address Infant Mortality", Governor's Blue Ribbon Panel on Infant Mortality, Expert Panel, August 2009.

Kane, T., Claycomb, V. "Collaboration of Tobacco-use Prevention Advocates and a Local University: A New Partnership for Local Policy Change", American Public Health Association Annual Meeting, October 2008.

Kane, T. "Lessons Learned from the Clean Air Wichita Campaign", Kansas Tobacco Control Summit, Expert Panel, October 2008.

Publications and Reports

Kane T., Moran J., Armbruster S. (November, 2011). Developing a Health Department Quality Improvement Plan. *Public Health Foundation*. Retrieval at:
http://www.phf.org/resourcestools/Pages/Developing_a_Health_Department_Quality_Improvement_Plan.aspx

[Collaborator] Sedgwick County Health Department (February, 2011). Sedgwick County Health Department 2011 Quality Improvement Plan. *National Association of County and City Health Officials*. Retrieval at:
<http://www.naccho.org/topics/infrastructure/accreditation/upload/2011-SCHD-QI-Plan.pdf>

InciteHealth^{LLC}

302 Coronado ST • Wichita, KS 67208 • Phone: 913-530-2952
E-Mail: ty.s.kane@gmail.com

Date: April 8, 2014

Brenda Nickel, Director
Riley County Health Department
2030 Tecumseh Road
Manhattan, KS 66502

Dear Brenda:

Thanks again for inviting me to submit a quality improvement-training proposal for the RCHD team. As we discussed on the phone last month, the proposal includes three different scenarios; I hope one will meet your agency needs. The first scenario includes each of the items below, while scenario's two and three include a scaled back version:

1. Introduction to Quality Improvement Workshop: The purpose of the workshop is to build a foundation for QI knowledge and to increase proficiency so that staff can use QI methods and tools effectively. This interactive four-hour workshop will provide an overview of QI fundamentals (benefits, principles, PDSA, tools, etc.) and includes a workshop component which allows staff to practice QI tools in a learning environment. The proposal includes the development/personalization and facilitation of a personalized workshop for two groups at RCHD.
2. QI Initiative Launch: The purpose of the QI Initiative Launch event is to facilitate a time, place and activities to launch a number of programmatic or agency-wide QI initiatives. At the meeting, project teams will take steps to plan and launch their proposed QI initiatives. The proposal includes the development and facilitation of a four-hour meeting and workshop.
3. Coaching: The role of a QI coach is to guide individual staff or a QI project team through the appropriate and effective use of QI methods and tools. This proposal includes project consultation for QI project teams via distance coaching (e-mail, conference call, etc.).
4. Ongoing Support: This option is included so RCHD staff have a direct line for support and resources related to QI weeks and months after training activities have ended. Examples of assistance may include: Linkage to QI resources and tools; Support for additional QI projects and training; Coaching or agency coach development, etc.

If you have any questions, please contact me at your convenience. If it would be helpful to walk through the scenarios over the phone with your project team, I'd be happy to do so. I hope to hear from you soon.

Sincerely,



Ty Kane

Owner, Incite Health LLC

InciteHealth^{LLC}

Project Proposal

Owner, Ty Kane
302 Coronado St.
Wichita, KS 67208
913.530.2952
FEIN: 46-3608763

DATE: April 8, 2014
PERIOD: Spring/Summer 2014
FOR: Riley County Health Department
Attn: Brenda Nickel

This proposal was submitted at the request of Riley County Health Department.

Scenario 1

Task/Activity	Planning Hours	Contact Hours	Total Hours	Cost
Facilitate Initial Planning Call with RCHD Project Management Team	1	1	2	\$250
Develop Personalized "Introduction to Quality Improvement Training and Workshop"	8	0	8	\$1,000
Facilitate "Introduction to Quality Improvement" Training and Workshop - Group 1	1	4	5	\$625
Facilitate "Introduction to Quality Improvement" Training and Workshop - Group 2	1	4	5	\$625
Develop Personalized "QI Initiative Launch: Team Meetings and Workshop"	8	0	8	\$1,000
Facilitate "QI Initiative Launch: Team Meetings & Workshop"	1	4	5	\$625
QI Project Coaching (2 Hours Per Team)	0	10	10	\$1,250
Ongoing Agency QI Support (Monthly Call w/ Director, QI Coordinator, Quality Team, etc.)	0	12	12	\$1,500
	20	35	55	\$6,875

Scenario 2

Task/Activity	Planning Hours	Contact Hours	Total Hours	Cost
Facilitate Initial Planning Call with RCHD Project Management Team	1	1	2	\$250
Develop Personalized "Introduction to Quality Improvement Training and Workshop"	8	0	8	\$1,000
Facilitate "Introduction to Quality Improvement" Training and Workshop - Group 1	1	4	5	\$625
Facilitate "Introduction to Quality Improvement" Training and Workshop - Group 2	1	4	5	\$625
Develop Personalized "QI Initiative Launch: Team Meetings and Workshop"	8	0	8	\$1,000
Facilitate "QI Initiative Launch: Team Meetings & Workshop"	1	4	5	\$625
QI Project Coaching (1 Hour Per Team)	0	5	5	\$625
	20	18	38	\$4,750

Scenario 3

Task/Activity	Planning Hours	Contact Hours	Total Hours	Cost
Facilitate Initial Planning Call with RCHD Project Management Team	1	1	2	\$250
Develop Personalized "Introduction to Quality Improvement Training and Workshop"	8	0	8	\$1,000
Facilitate "Introduction to Quality Improvement" Training and Workshop - Group 1	1	4	5	\$625
Facilitate "Introduction to Quality Improvement" Training and Workshop - Group 2	1	4	5	\$625
	11	9	20	\$2,500

Notes:

Hourly rate for professional services (training, facilitation, coaching, etc.): \$125.00

Travel Expenses: Mileage reimbursement is billed at the current Federal rate (currently 56 cents per mile for business miles driven). Lodging and meals are also billed at current Federal rates based on customer location. Incite Health LLC is based in Wichita, KS.

Attachment: 4 8 2014 RCHD Proposal (1511 : Health Department Culture of Quality Agency Professional Development: Incite Health Proposal)



HEALTH DEPARTMENT
Presentation

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Health Department
Administrator
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COMMISSION AGENDA REPORT

FROM: Brenda Nickel, Director & Katy Oestman, Community Health Educator

MEETING: May 19, 2014

SUBJECT: Commission Agenda Report: 2014 County Health Ranking: The Interpretation of Riley County's Health Outcomes and Health Factors

PRESENTER: Katy Oestman, MPH, CHES

BACKGROUND

The County Health Rankings program is a collaborative partnership between the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute. The program has been in existence for five years; the first County Health Rankings were released in 2010. The Rankings measure vital health factors and outcomes to reveal a snapshot of how health is influenced in communities nationwide.

This year the rankings were released on Wednesday, March 26th, 2014. On Monday, March 31st Katy Oestman presented a press release to the Board of County Commissioners acknowledging Riley County's rank (2/98). On Tuesday, April 1st Katy presented to the Manhattan City Commissioners about the rankings. On April 7th Katy and Brenda Nickel of the Health Department attended the official County Health Rankings Luncheon and Program at the Sports Arena in Kansas City, Kansas. After attending the program Katy scheduled a telephone conference call with KHI Analyst, Sarah Hartsig to clarify the interpretation of the County Health Ranking data to provide the Board of Health more in depth analyses of the ranks and interpretation of the data indicators.

DISCUSSION

The Riley County Health Department presently uses, and will continue to use, the most recent data available to direct funding to programs and initiatives we are directly implementing or partnering with. Since Riley County has a significant investment in public health funding, in order to be good stewards of the funding, we monitor health trends with reliable data and plan

programs strategically based upon the data. Specifically, the County Health Rankings data is important because it gives our local community health system perspective on Riley County's rank within the state of Kansas. Further, some of the indicators can be compared across all counties in the nation.

The County Health Rankings utilizes more than 20 data sources including but not limited to:

- Behavioral Factor Risk Surveillance System (BRFSS)
- The Dartmouth Institute
- National Center for Health Statistics (NCHS)
- National Center for Chronic Disease Prevention and Health Promotion: Division of Diabetes Translation
- National Center for HIV/AIDS
- Viral Hepatitis, STD and TB Prevention
- American Community Survey 5-year estimates
- CDC Wonder
- Health Resources and Services Administration: Area Resource File
- US Census: Small Area Health Insurance Estimates
- US Census: Small Area Income and Poverty Estimates
- Federal Bureau of Investigation: Uniform Crime Reporting
- US Department of Agriculture: Food Environment Atlas, Safe Drinking Water Information System
- Comprehensive Housing Affordability Strategy (CHAS) data
- Fatal Analysis Reporting System (FARS).

Counties are ranked on health outcomes and health factors:

For overall health outcomes, Riley County is ranked two out of 98. There has been minimal variation in outcome rank over the past five years, Riley County has been ranked either number one or number two each year. Health outcomes is measured and ranked by length and quality of life. Riley County is ranked third for length of life, indicated by premature death and measured by years of potential life lost. Riley County is ranked sixth for the quality of life measure, as indicated by percent reporting poor or fair health, number of poor physical health days, and percent low birth weight.

Overall, for the health factors section Riley County is ranked 12th out of 98. The health factors category is comprised of four sub-categories including health behaviors (ranked 9th), clinical care (ranked 10th), social and economic factors (ranked 42nd), and physical environment (ranked 43rd).

Attached is a table with the complete interpretations and findings for each indicator from the 2014 County Health Rankings developed by Katy Oestman.

FISCAL IMPACT

Riley County invests a significant amount of funding in public health, particularly the Health Department. The Health Department is charged with working both as a team within the department as well as outside of the department with community partners to prevent and address public health issues in Riley County. Looking back at the County's Vision 2025 plan the health focus is implicit, the health of the community is essential in attaining the desired outcomes. The

strength of the Health Department to address health and preventive measures is in its highly trained workforce. Numerous positive outcomes of the federal, state, and local investment in public health are quantified in Riley County's Health Rankings indicators.

The Health Department presented the proposed 2015 Budget to the Board of Health on Tuesday, May 20th, 2014. The programmatic budgets and how they are addressing public health concerns in our community will be covered in detail.

ALTERNATIVES

1. Approve the measure
2. Deny the measure
3. Modify or develop alternatives if other concerns or factors arise
4. Schedule work sessions to discuss issue further

RECOMMENDATION(S)

There are no specific recommendations. The purpose of this presentation was to inform how the County Health Rankings are developed and how data can be used to guide public health partners' efforts. The Health Department requests the Board of Health provide the following acknowledgment.

"I move that the Board of Health acknowledge Riley County's Health Ranking of #2 in Kansas, encouraging continued efforts by the public health system partners to strive for health excellence in Riley County.

Enclosures:

- CHRR Interpretations_Riley_KOestman_2014 (PDF)
- RileyCountyHealthRanking_2014 (PDF)

County Health Rankings 2014 Data Interpretations			
Health Outcomes Rank: 2/98 (Minimal variation over five years)	Length of Life Rank: 3	Indicator: premature death as measured by Years of Potential Life Lost. Add up the number of years of potential life left if someone died before age 75; Riley County – 4,974 years, Kansas – 6,871.	
	Quality of Life Rank: 6	All but one of the 2014 indicators are better than the state average: percent reporting poor or fair health, number of poor physical health days, and percent low birth weight; the number of poor mental health days is the same as the state average.	
<div>↑</div> <div>Health Factors Rank: 12/98 (Five year trend shows a small amount of variation mostly due to changes in social and economic factors.)</div> <div>↑</div>	Health Behaviors Rank: 9	Tobacco Use	The percent of smokers increased slightly from 13% in 2013 to 16% in 2014, but both are lower than the state, 18%.
		Diet & Exercise	The percentage of obesity is the same as last year, 27%, just under the state average percent, 30%. The food environment index is a new measure this year, it is a scale ranging from 0 (worst) to 10 (best) that considers limited access to healthy foods and food insecurity, Riley County scored 5.3, doing worse than the state (7.5). The percent of inactive adults went down from 19% in 2013 to 17% in 2014, lower than the state’s percent of 25%. Riley County’s percentage of people with access to exercise opportunities is 60%, lower than the state’s percentage, 71%; this is a new measure this year.
		Alcohol & Drug Usage	Excessive drinking has decreased over the five years from 24% in 2010 to 18% in 2014, still higher than the 2014 state average, 15%. The percentage of driving deaths with alcohol impairment is a new measure, 19% in Riley County, as compared to Kansas at 35%.
		Sexual Activity	The sexually transmitted infection rate (chlamydia rate) has gone down slightly over the past five years, in 2014 there were 467 cases per 100,000 people, much higher than the state rate, 369 per 100,000 people. The teen birth rate is the number of births per 1,000 females ages 15-19, in Riley County the rate is 18, much lower than the state, at 41 per 1,000.
	Clinical Care Rank: 10	Access to Care	The percent uninsured under age 65 has gone down over the last five years and is now even with the state percentage, 14%. The primary care physicians’ ratio is 1,490:1. There are 38 dentists in Riley County, the ratio 2,227:1. The mental health provider ratio is 996:1.
		Quality of Care	Preventable hospital stays is measured as the hospital discharge rate for ambulatory care-sensitive conditions per 1,000 Medicare enrollees, in Riley County 46 per 1,000, lower than Kansas 64 per 1,000. This measure is often used to assess the effectiveness and accessibility of primary healthcare. The percentage of Medicare enrollees receiving diabetic screening is 85%. The percentage of women enrolled in Medicare receiving mammography screening is 70%, higher than the state’s 64%.
	Social & Economic Factors Rank: 42	Education	Riley County’s high school graduation rate is 69%, lower than Kansas’ at 83%. However the percentage of the population with some college is 81% (adults aged 25-44 with some postsecondary education).
		Employment	The percentage of Riley County’s population unemployed (over age 16, looking for work) is 4.5%, lower than Kansas at 5.7%.
		Income	The percentage of children in poverty has increased over the last five years to 19%.
		Family & Social Support	The percentage of adults with no social-emotional support has been stable the past 4 years and is 13%. The percentage of children in single-parent households is 22%, lower than the Kansas average of 29%.
	Physical Environment Rank: 43	Community Safety	The violent crime rate has gone down over the last three years from 329 per 100,000 people to 281 per 100,000 people, lower than Kansas at 375 per 100,000 people. The injury death rate is low, 34 per 100,000 people; Kansas’ is 63 per 100,000 people.
		Air & Water Quality	The average daily measure of fine particulate matter in micrograms per cubic meter in the county is 9.5, lower than the state, Kansas average, 10.9. There are 0% of Riley Countians exposed to unsafe drinking water, and in Kansas overall 4% of people are exposed.
		Housing & Transit	In Riley County 23% of people experience severe housing problems, in Kansas 13% of people do. This new indicator is defined as “percent of households with at least 1 of 4 housing problems: overcrowding, high housing costs, or lack of kitchen or plumbing facilities.” In Riley County 69% of people drive alone to work, in Kansas 82% of people do. Also, 14% of people in Riley County have a long commute (more than 30 minutes) and drive alone, where as it is 20% in Kansas.
Policies & Programs			

RILEY COUNTY, KANSAS • 2010-2014 • Pop. 75,508

	2010	2011	2012	2013	2014	Kansas 2014
Number of counties ranked	99	98	100	102	98	
Health Outcomes- Rank	2	1	1	2	2	n/a
Length of life- Rank	2	2	2	3	3	n/a
Premature death (Years of Potential Life Lost)	4779	4094	4227	4974	4974	6871
Quality of life- Rank	6	6	8	11	6	n/a
% Reporting poor or fair health	8	8	7	7	7	13
# Poor physical health days	1.9	2.0	2.1	2.2	2.4	3.0
# Poor mental health days	2.8	2.9	2.9	2.9	2.8	2.8
% Low birthweight	5.4	5.7	5.9	5.8	5.7	7.2
Health Factors- Rank	8	7	5	6	12	n/a
Health Behaviors- Rank	8	4	4	5	9	n/a
% Adult smokers	15	14	14	13	16	18
% Obese adults	26	26	27	27	27	30
Food environment index					5.3	7.5
% Physically inactive adults			19	19	17	25
% Access to exercise opportunities					60	71
% Excessive drinking*	24	24	22	21	18	15
% Driving deaths with alcohol-impairment					19	35
Motor vehicle crash death rate	7	8	8	7		
Sexually transmitted infection rate	504	552	528	471	467	369
Teen birth rate	20	20	21	18	18	41
Clinical Care- Rank	51	45	6	6	10	n/a
% Uninsured*	23	25	13	14	14	14
Primary care physicians rate*	68	87	87	67	67	72
Dentist rate				41	45	50
Mental health provider rate					100	113
Preventable hospital stays	56	49	48	38	46	64
% Diabetic screening	84	86	82	85	85	86
% Hospice use	22					
% Mammography screening		76	81	74	70	64
Social & Economic Factors- Rank	2	13	30	38	42	n/a
% High school graduation*	88	90	92	69	69	83
% Population with some college		77	79	82	81	68
% Population with college degree	41					
% Unemployed	3.1	4.3	5.0	5.0	4.5	5.7
% Children in poverty	14	17	18	17	19	19
Income inequality- Gini coefficient	45					
% No social-emotional support	12	13	13	13	13	16
% Children in single-parent households*	5	22	23	22	22	29
Homicide rate	1	1				
Violent crime rate*			329	305	281	375
Injury death rate					34	63
Physical Environment- Rank	98	77	76	61	43	n/a
Daily fine particulate matter				9.0	9.5	10.9
# Ozone days	0	0	0			
% Exposed to unsafe drinking water				0	0	4
% Severe housing problems					23	13
% Limited access to healthy foods			2	22		
% Access to healthy foods*	13	33				
Liquor store density	2					
% Driving alone to work					69	82
% Long commute - driving alone					14	20
Access to recreational facilities rate		7	6	7		
% Restaurants that are fast food			51	49		

Empty cells: Shaded = Data were not used to calculate rankings that year; White = Missing data. **NR:** Health outcomes (e.g., length of life) or health factors (e.g., health behaviors) were not ranked that year. **n/a:** State is not ranked against counties.
* Represent substantial changes in data sources or calculation of the measure that would affect year-to-year comparisons. Please refer to the County Health Rankings & Roadmaps document included with this spreadsheet to find out more about the indicator changes.



RANKED MEASURES FROM THE *COUNTY* *HEALTH RANKINGS, 2010-2014*

Health Outcomes						
Focus Area	Measure	2010	2011	2012	2013	2014
<i>Length of life (50%)</i>	Premature death					
<i>Quality of life (50%)</i>	Poor or fair health					
	Poor physical health days					
	Poor mental health days					
	Low birthweight					

Years data are available are represented by arrows or circles. Broken arrows represent substantial changes in the data source or calculation of the measure that would affect year to year comparisons.

Health Factors							
Health Factor	Focus Areas	Measure	2010	2011	2012	2013	2014
Health Behaviors (30%)	<i>Tobacco use (10%)</i>	Adult smoking					
		Adult obesity					
	<i>Diet and exercise (10%)</i>	Food environment index	-	-	-	-	New
		Physical inactivity	-	-			
		Access to exercise opportunities	-	-	-	-	New
	<i>Alcohol and drug use (5%)</i>	Excessive drinking					
		Motor vehicle crash death rate					-
		Alcohol-impaired driving deaths	-	-	-	-	New
	<i>Sexual activity (5%)</i>	Sexually transmitted infections					
		Teen births					
Clinical Care (20%)	<i>Access to care (10%)</i>	Uninsured					
		Primary care physicians					
		Dentists	-	-	-		
		Mental health providers	-	-	-	-	New
	<i>Quality of care (10%)</i>	Preventable hospital stays					
		Diabetic screening					
		Hospice use					
		Mammography screening	-				

County Health Rankings & Roadmaps

Building a Culture of Health, County by County

A Robert Wood Johnson Foundation program

Health Factors							
Health Factor	Focus Areas	Measure	2010	2011	2012	2013	2014
Social and Economic Factors (40%)	Education (10%)	High school graduation	→	→	→	→	→
		College degrees	→	-	-	-	-
		Some college	-	→	→	→	→
	Employment (10%)	Unemployment	→	→	→	→	→
	Income (10%)	Children in poverty	→	→	→	→	→
		Income inequality	→	-	-	-	-
	Family and social support (5%)	Inadequate social support	→	→	→	→	→
		Children in single-parent households	→	→	→	→	→
	Community safety (5%)	Violent crime	→	→	→	→	→
		Injury deaths	-	-	-	-	New
Physical Environment (10%)	Air and water quality (5%)	Air pollution-ozone days	→	→	→	-	-
		Air pollution-particulate matter days	→	→	→	-	-
		Air pollution-particulate matter	-	-	-	→	→
		Drinking water violations	-	-	-	→	→
	Built environment (5%)	Access to healthy foods	→	→	-	-	-
		Limited access to healthy foods	-	-	→	→	-
		Fast food restaurants	-	-	→	→	-
		Liquor store density	→	-	-	-	-
		Access to recreational facilities	-	→	→	→	-
	Housing and transit	Severe housing problems	-	-	-	-	New
		Driving alone to work	-	-	-	-	New
		Long commute – driving alone	-	-	-	-	New



PUBLIC WORKS
Work Session

Leon Hobson

Public Works
Director/County Engineer
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Manhattan, KS 66503
Phone: 785-537-6330

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COMMISSION AGENDA REPORT

FROM: Leon Hobson, Director of Public Works

MEETING: May 19, 2014

SUBJECT: Sales Tax Projects Priority List

PRESENTER: Leon Hobson, Director of Public Works

BACKGROUND

The sales tax projects were put into 4 categories with each category then placed in priority order. (See attached document)

DISCUSSION

Which sales tax projects are the highest priority

FISCAL IMPACT

Over the life of the sales tax program it is projected to collect receipts in the amount of \$14,000,000. (Per Johnette)

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

Work Session - none needed

Work session only, no motion needed

Enclosures:

- Sales Tax generated (DOCX)
- Summary of Project 5-15-14 (XLSX)
- Actual Sales Tax Collections beginning June 2013; 5-15-14 (DOCX)

FUTURE ESTIMATED ½ CENT SALES TAX ALLOCATIONS 2013 - 2022

City of Manhattan	\$27,000,000
Riley County	14,000,000
Small Cities	<u>1,400,000</u>
Total	\$ 42,400,000

(Projections based on 2011 actual receipts)

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From sales tax renewal program

PROPOSED CULVERTS

Location	Road	Type of Structure	Estimated Size	Construction Costs
P.8/28.0	West 54 th Avenue	Cast in Place	18 x 8	\$ 110,000
M.8/17.1	Frog Holler	Cast in Place	2-8 x 6	\$ 85,000
F.5/9.0	Green Randolph Road	Cast in Place	16 x 6	\$ 140,000
N.7/21.0	N 52 nd Street	Cast in Place	12 x 10	\$ 105,000
B.1/15.0	Sherman Road	Cast in Place	12 x 8	\$ 70,000
M.1/22.2	Silver Spur Road	Cast in Place	3-6 x 4	\$ 94,000
O.3/1.3	Flat Rock Road	Cast in Place	14 x 8	\$ 92,000
N.1/30.0	Vinton School Road	Bridge/Box	18 x 8 (sk)	\$ 143,000
C.7/0.0	Parallel Road	Cast in Place	20 x 8	\$ 101,000
N.5/22.5	Kitten Creek Road	Cast in Place	18 x 8	\$ 101,000
I.0/4.2	Peach Grove Road	Cast in Place	12 x 8	\$ 83,000
I.2/6.3	Fancy Creek Road	Cast in Place	10 x 8	\$ 77,000
I.0/9.9	Union Road	Cast in Place	16 x 10	\$ 104,000

Under Design

PROPOSED BRIDGES

Road Name	Bridge Number	Suff. Rating	Bridge Length	Construction Cost	Design Cost	ROW	Utility Relocations
Daniels Drive	BB.6/31.0	38.9	28'	\$ 293,701	\$ 40,000	\$ 7,700	\$ 1,800
Green Randolph	D.6/9.0	51.7	116'	\$ 600,000	\$ 78,000	\$ 8,700	\$ 2,400
S. 32nd Street	P.6/31.0	41	23'	\$ 212,917	\$ 30,000	\$ 2,400	\$ 1,600
Parallel	I.7/0.0	43.8	24'	\$ 215,887	\$ 30,000	\$ 2,400	\$ 1,200
Rose Hill	O.7/2.6	40.4	50'	\$ 299,487	\$ 35,000	\$ 8,200	\$ 1,000
Fancy Creek	E.2/5.6	51.4	238'	\$ 848,497	\$ 70,000	\$ 10,700	\$ 2,400

Anderson Avenue	N.7/23.6	38	32'	\$ 406,605	\$ 35,000	\$ 7,800	\$ 1,700
Stockdale Park	L.9/17.7	39	132'	\$ 512,425	\$ 44,000	\$ 9,400	\$ 2,400
Fancy Creek	F.5/5.9	46.1	201'	\$ 776,227	\$ 70,000	\$ 12,500	\$ 4,300
Senn	I.1/10.8	41	25'	\$ 278,961	\$ 35,000	\$ 7,800	\$ 1,700
Fancy Creek	K.0/6.2	43.8	62'	\$ 383,835	\$ 44,000	\$ 7,800	\$ 1,000
Bodaville	C.7/1.0	44.4	59'	\$ 473,353	\$ 44,000	\$ 9,700	\$ 3,200

TOTAL

Under design

Proposed Road Re-Construction Projects:

Project	Description	Length	Construction Cost	Design	ROW
Marlatt from TCB to Denison (3 lane, bike lane, urban section, sidewalk)		.5 miles	1 \$ 990,198	\$ 140,000	\$ 25,000
Denison from Marlatt ½ mile south to City Limits (3 lane, bike lane, urban section, sidewalk)		.5 miles	1 \$ 1,581,272	\$ 150,000	\$ 25,000
North end of McDowell Creek Road (2 lane rural section re-grade, shoulders, base)		3.1 miles	3 \$ 5,400,000	\$ 400,000	\$ 150,000

Total



Under Design

Proposed Overlay Projects:

Assumes \$150,000 per mile for asphalt, labor & milling which includes future cost increases

Year	Road	Length (miles)	Length (miles)	Estimated Cost
2013			2	\$ 239,846
	Welsh Road		3.6	\$ 386,190
	Mill Cove/W. 59 th			
2014			3.2	\$ 410,928
	Tabor Valley Road			
2015			7	\$ 788,604
	Anderson Avenue (Road & Bridge Fund)	4.77		
2017			2.7	\$ 425,617
	Kansas Ave/Crooked Creek			
2018			3.9	\$ 509,418
	Barton Road			
2019			5	\$ 771,374
	Fancy Creek Road (Road & Bridge Fund)	6.65		
2020			1.8	\$ 259,910
	University Park Road			
2021			4	\$ 512,622
	Tuttle Cove Road (Road & Bridge Fund)	(1.85)		
2022			2.5	\$ 386,690
	Barnes/Casement			
	TOTAL		35.7	\$ 4,691,199

Yearly Average \$ 469,120

 Completed
 This year project

SUMMARY

Culverts	\$ 1,591,000
Bridges	\$ 5,976,695
Re-Construction	\$ 9,166,470
Overlays	\$ 4,691,199
 Grand Total	 \$ 21,425,364

UNDER DESIGN OR COMPLETED

Culverts	\$ 543,500
Bridges	\$ 1,032,301
Re-Construction	\$ 6,050,000
Overlays	\$ 938,239.80
 Grand Total	 \$ 8,564,041

Design	ROW	Utility Move	Total
\$ 25,000	\$ 1,000	\$ 2,000	\$ 138,000
\$ 3,000			\$ 88,000
\$ 30,000	\$ 1,500	\$ 5,000	\$ 176,500
\$ 30,000	\$ 1,000	\$ 5,000	\$ 141,000
\$ 12,000	\$ 1,000	\$ -	\$ 83,000
\$ 18,000	\$ 1,000	\$ -	\$ 113,000
\$ 18,000	\$ 1,500	\$ 2,000	\$ 113,500
\$ 24,000	\$ 2,000	\$ 2,000	\$ 171,000
\$ 15,000	\$ 1,000	\$ -	\$ 117,000
\$ 20,000	\$ 2,000	\$ 5,000	\$ 128,000
\$ 15,000	\$ 1,000	\$ 5,000	\$ 104,000
\$ 15,000	\$ 1,000	\$ -	\$ 93,000
\$ 15,000	\$ 1,000	\$ 5,000	\$ 125,000
			\$ 1,591,000

Estimated
Total

\$ 343,201
\$ 689,100
\$ 246,917
\$ 249,487
\$ 343,687
\$ 931,597

\$ 451,105
\$ 568,225
\$ 863,027
\$ 323,461
\$ 436,635
\$ 530,253

\$ 5,976,695

	Utility Moves	Total Costs
\$	125,000	\$ 1,280,198
\$	80,000	\$ 1,836,272
\$	100,000	\$ 6,050,000
		\$ 9,166,470

Sales Tax Collections beginning June 2013 are as follows:

\$996,152.68 in 2013

\$564,174.14 in 2014 thru April

\$1,560,326.82 Total

2014 budgeted revenue is \$1,500,000. If revenue continues as collected thus far in 2014, we would collect \$1,692,513.42 which \$192,513.42 over budget.

Received from Johnette on 5-15-14



RESOLUTION

FROM: Monty R. Wedel

MEETING: May 19, 2014

SUBJECT: Resolution Extending Digital On-Premise Sign Moratorium

PRESENTER: Monty R. Wedel

It has taken considerable time to develop a working draft of the digital on-premise sign regulation changes with the consultant due to the number and complexity of the legal issues involved. However, we do now have a working template from which we will develop a final draft of regulation changes to submit to the business community, sign companies and general public for consideration. However, that process will take several months, including work sessions with the planning boards and Board of County Commissioners. Therefore, it will not be possible to complete the formal public hearings and the adoption process by the deadline of the first moratorium resolution which ends June 12, 2014. It would also be advantageous to allow the City's sign process to be completed so that we can ensure as much compatibility between regulations as possible. Consequently, we are suggesting an extension of the moratorium for another six (6) months in order for the entire process to work. However, in order to allow digital on-premise signs to be erected that we do not feel pose any concern for public health, safety and welfare, we are including in the proposed resolution an exemption for a category of signs termed "Static Digital Graphic Display". An illustration of this type of sign would be a gas station sign displaying only the price of gas where the sign does not change for a 24-hour or greater time period. A visual example of this type of sign is attached for your reference. The proposed resolution is attached and is recommended by staff for adoption.

Enclosures:

- Example of Static Digital Graphic Sign(DOCX)
- Riley County On-Premise Digital Sign Moratorium Resolution 2014 (DOCX)



RESOLUTION NO. 051914 -

A RESOLUTION DECLARING A SIX-MONTH EXTENSION OF THE EXISTING MORATORIUM, IN THE UNINCORPORATED AREA OF RILEY COUNTY, UPON THE ACCEPTANCE AND PROCESSING OF APPLICATIONS FOR PERMITS FOR DIGITAL “BUSINESS SIGNS” OR DIGITAL “BULLETIN BOARD SIGNS” AS DEFINED IN THE RILEY COUNTY ZONING REGULATIONS, WITH THE EXCEPTION OF STATIC DIGITAL GRAPHIC SIGNS.

WHEREAS, K.S.A. 19-101a authorizes the Board of County Commissioners (“Board”) to transact all County business and perform all powers of local legislation and administration it deems appropriate; and

WHEREAS, K.S.A. 12-741 provides for the enactment of planning and zoning laws and regulations by counties for the protection of public health, safety and welfare of the citizens of the county; and

WHEREAS, staff has advised the Board of the potential for placement of new digital business or digital bulletin board signs in the unincorporated areas of Riley County and the potential for such digital signs to detrimentally effect the public health, safety and welfare and the aesthetics of Riley County; and

WHEREAS, staff has advised the Board of the fact that the current Zoning Regulations of Riley County prohibit digital billboards (off-premise signs) but do not restrict digital business or digital bulletin board signs (on-premise signs); and

WHEREAS, the Riley County Zoning Regulations and the City of Manhattan Zoning Regulations are not consistent with one another with regard to digital sign regulation; and

WHEREAS, the Riley County Board of Commissioners ("Board") deems it to be in the best interests of the citizens of Riley County, Kansas to engage in a thorough and comprehensive review of the impact that digital business or digital bulletin board signs may have relating to public health, safety and welfare, and the aesthetics of Riley County, and to develop appropriate zoning regulations; and

WHEREAS, although the Board has previously passed Resolution No. 060613-39, providing for a one-year moratorium on the permitting of digital business signs or digital bulletin board signs, that moratorium ends June 12, 2014, and the Board believes the staff needs additional time to fully explore the legal ramifications, safety issues and aesthetic issues; properly review the proposed regulations with affected business owners and sign companies; and allow the pending re-write of the sign code for the City of Manhattan to be completed to ensure compatibility between jurisdictions, all for the protection of the public health, safety and welfare of the citizens of Riley County; and

WHEREAS, the Board has determined that Static Digital Graphic Signs, as defined herein, are not a concern to the public health, safety and welfare of the citizens of Riley County;

NOW THEREFORE, BE IT RESOLVED:

SECTION 1. From and after June 12, 2014 and for a period of six months thereafter (until December 12, 2014) the Riley County Planning and Development Department shall neither accept nor process applications for permits for digital business or digital bulletin board signs. Applications for Static Digital Graphic Signs, as further defined herein, may be accepted and processed during this moratorium, provided all other applicable provisions of the Riley County Zoning Regulations are met. "Digital" as used

herein means “A sign capable of displaying words, symbols, figures or images that can be electronically changed by remote or automatic means”. “Business Signs” as used herein means “A sign which directs attention to a business or service sold or offered at the location of the lot or structure upon which the sign is located”. “Bulletin Board Signs” as used herein means “A sign which gives the name of the institution or organization on whose premises it is located and which may include the names of persons associated with the institution or organization and announcements and messages pertaining to activities thereof”. “Static Digital Graphic Signs” as used herein means “A sign or portion thereof that appears to have movement or change to the copy caused by any method other than physically removing and replacing the sign or its components, which may or may not include text and/or images, including but not limited to television screens, plasma screens, digital screens, flat screens, LED screens, CCD devices, video boards, holographic displays, digital ink, or other technologies of a similar nature and where all the sign copy is fixed for a 24-hour period of time.”

SECTION 2. During this period of moratorium, the Riley County Director of Planning and Development ("Director") is instructed to undertake a comprehensive review of digital on-premise signs, including the foregoing described impacts of such digital signs on Riley County. Additionally, the Director is directed to prepare zoning regulations to be considered by the Riley County Planning Board, the Manhattan Urban Area Planning Board, and the Riley County Board of Commissioners regarding the erection and placement of digital business or digital bulletin board signs, and to propose such other and further conditions and limitations appropriate to protect the public health, safety and welfare of the citizens of Riley County, and the aesthetics of the area.

SECTION 3. This resolution shall take effect upon its passage and publication in the official county newspaper.

ADOPTED by the Board of County Commissioners on this 19th day of May, 2014.

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Robert L. Boyd, Jr.
Chair

Ronald E. Wells
Member

Dave Lewis
Member

ATTEST:

Rich Vargo
County Clerk



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Work Session

Clancy Holeman

Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

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MEMORANDUM

FROM: Clancy Holeman, Counselor/Director of Administrative Services

MEETING: May 19, 2014

SUBJECT: Administrative Work Session

PRESENTER: Clancy Holeman, Counselor/Director of Administrative Services

Enclosures:

- Final Commission List 5.19.14 (DOC)

PENDING COUNTY PROJECTS May 19, 2014**Submitted by Clancy Holeman, Riley County Counselor***Changes from previous meetings are shown in italics***COMMISSION LIST**

Fairmont Heights Addition—Possible Connection to Konza Sewer: Planning and Development was contacted by one resident about possible solutions to a developing sewer problem. Staff advised one option would be connection to the Konza Sewer. City and County staff met and discussed that option as it related to the inter local agreement which created the Konza Sewer trunk line, by means of a cooperative construction and funding effort between the City of Manhattan and Riley County. Staff determined that inter local agreement's stated purpose of encouraging City of Manhattan growth within the boundaries of Riley County would be promoted by exploring the feasibility of this Addition's connection to the trunk line. In order to gauge neighborhood interest in formation of a City sewer benefit district for that purpose, Planning and Development has taken the lead in organizing a neighborhood meeting on the subject. City and County staff have now met twice on the subject. Thereafter, staff obtained the BOCC's approval to hold such a meeting for the purpose of deciding whether residents will support such a project.

Melvin Van Der Stelt: By letter of December 27, 2013, Mr. Van Der Stelt has made a claim of encroachment against Riley County. He believes that utilities have been placed outside the boundary of an easement "prepared by Riley County." I met with Leon Hobson and Gary Rosewicz on this issue December 30, 2013, and we discussed the most effective way to address this claim. It was agreed that we will ask to meet with Mr. Van Der Stelt, at my office, in order to clarify what issues Mr. Van Der Stelt has with the easement, utilities and the nearby section line. At that meeting, we will attempt to schedule a time before the BOCC when both Mr. Van Der Stelt and staff can provide relevant information to the BOCC. I have mailed a letter to Mr. Van Der Stelt, inviting him to call my office and schedule a mutually agreeable meeting date and time. We met recently with Mr. Van Der Stelt and his counsel at Public Works, with Leon Hobson and Gary Rosewicz. Mr. Van Der Stelt's counsel has withdrawn from his role as counsel, in order to pursue his nomination as the Libertarian candidate for governor.

Public Building Commission: The BOCC has not formed a PBC or approved draft PBC bylaws. The BOCC's concept is that once such draft documents are in acceptable form to the BOCC, those draft documents will be presented at a public forum or forums for public input. October 3, 2013, I presented the amended draft PBC bylaws previously requested by BOCC. The Board reached consensus on language requiring 2 public forums by any PBC before approval of public building projects. The Board did not reach consensus on language regarding creation of a PBC advisory board or council. November 21, 2013, I presented a revised draft of the PBC bylaws with my proposed new Articles V, VI and VII. The Board approved unanimously, in concept only, new Articles VI (requiring 2 public forums on any proposed PBC building project, and a reasonable effort to schedule such public forums after regular business hours) and VII (prohibiting the PBC from financing any public building project of a unified school district, university or college). The Board failed to reach consensus on proposed new Article V, which gave the PBC discretionary authority to appoint an advisory board. The Board instructed me to work with Commissioner Boyd on proposed replacement language for Article V which would explain how an advisory board would be formed and used, if approved. I met with Commissioner Boyd on that language November 23, 2013. Based upon our conversation and my notes thereof, I will bring the requested Article V replacement language back to the Board for consideration on either December 5, 2013, or December 9, 2013. December 12, 2013, the BOCC approved draft bylaws language potentially making the Riley County Public Building Commission (with two additional Riley County residents appointed by the BOCC) an advisory council for any PBC. The BOCC assigned both me and Monty Wedel to appear at the January, 2014 RCPB meeting, along with a Commissioner, to ask whether the RCPB is willing to accept such a role. Additionally, we will present the draft PBC formation resolution and the draft bylaws of an advisory council, as examples of what the BOCC may present at one or more public forums for their consideration. The BOCC asks that we provide the RCPB with information at that meeting describing what a PBC is and how it would operate. January 2, 2014, I confirmed with BOCC that Commissioner Boyd and I will attend the January 13, 2014 meeting of the RCPB. I have submitted to the RCPB a memo making the BOCC's request. That has been placed in RCPB packets for Monday night's agenda. The RCPB is willing to act as an advisory council, if the BOCC forms a PBC in the future. I will present the final draft versions of the PBC formation document and the final draft bylaws with a CAR in early May, 2014, so the BOCC may discuss a date for their consideration at two evening public meetings.

Proposed Legislation Changing COTA to BOTa: September 27, 2013, Greg McHenry, County Appraiser, and I attended a hearing before the Kansas Judicial Council in Topeka. State Senator King has referred to that committee a bill proposing to alter significantly the current property tax appeal structure in Kansas—returning the current Court of Tax Appeals to its former incarnation as a “Board of Tax Appeals.” The issues before the Judicial Council are limited to determining the role of lay tax representatives (rather than attorneys) in the regular division of the Court of Tax Appeals. A primary issue is whether the role of lay tax representatives should be restricted, or their industry regulated. Tax representatives are currently unregulated in Kansas. A potentially larger issue with the proposed statute is a provision which requires that, if COTA does not decide upon a pending property tax protest within 120 days of submission, the appealing taxpayer is given default judgment, making the county responsible for a refund and interest. That is unfair and illogical, in my opinion, because no county in the state has the legal (or practical) ability to make COTA issue decisions within a specific timeframe. The BOCC has authorized opposition to this bill as part of the Riley County 2014 legislative platform. This matter was discussed with our state delegation during the Riley County legislative conference. I told the delegation that Riley County believes the bill should not be passed. If it is enacted, at least the provision entering default judgment against the County if COTA (or BOTa) does not rule within 120 days should be deleted from the bill. The legislation is now Sub. for H.B. 2614 and it is likely unconstitutional as currently written. It freezes all reductions in real property values, even those made at the local informal hearing with the county appraiser, for 3 years. Those frozen values will be immune from marketplace increases in value affecting all properties which have not successfully appealed. That means values of comparable properties may become significantly different over time. In my opinion, that will violate the Kansas constitutional requirement that valuation of real property for tax purposes must be “uniform and equal.” Greg McHenry, Riley County Appraiser and I are working with our legislative delegation and KAC on this matter. This legislation remains in conference committee currently.

Concealed Carry and County Buildings/Personnel Policies. With the advent of the new statute preventing counties from prohibiting the licensed concealed carry of handguns in county-owned buildings, various issues have arisen. The BOCC recently invoked the statute’s allowed 6-month exemption on all 44 county-owned buildings. Since then, the BOCC has determined it would prefer to exempt until January 1, 2014, a total of 10 county-owned buildings, based upon the interaction therein between staff and members of the public. That list of 10 exempt buildings will include the county courthouse and all county buildings in the downtown complex, as well as the shop building, Wharton Manor, the LEC, the health department, Pottorf Hall and Pawnee Mental Health Services on Claflin. I will present that amended list of 10 buildings to the BOCC July 8, 2013. The BOCC approved an amended list of 10 buildings to be exempted, and that letter was mailed to the A.G. and other necessary parties July 8, 2013. Only the following 4 county-owned buildings are exempt from the 2013 “concealed carry” legislation affecting public buildings: the Riley County Courthouse; the Carnegie Building; the Riley County Office Building; and Courthouse Plaza East.

One additional issue raised by the new law is its effect on the county’s personnel policies. Currently, our personnel policies forbid employees engaging in concealed carry in “county buildings.” Those same policies make it a disciplinary offense if an employee is found to have “unauthorized possession of firearms...on the job.” Our existing policies are clear that employees may not carry a licensed concealed handgun in any county building. (Once the 6-month and any later 4-year exemption expire, unless we have “adequate security measures at all public entrances of that employee’s building, those policies will likely be unenforceable.) Cindy Volanti, H.R. Manager, and I believe under current policy department heads have discretion to authorize or prohibit “concealed carry” by their staff away from public buildings while they are “on the job.” It is unclear whether or not that authority exists for any department head in a building which has not been declared exempt.

The BOCC directed me to ask the department head committee whether they are comfortable with the foregoing interpretation of their authority. I did so on July 3, 2013, and they are not. The consensus was that department heads prefer a countywide policy addressing department head authority regarding concealed carry by county employees when “on the job” away from county buildings declared exempt. July 22, 2013, the BOCC approved the draft personnel policy. I will take it before department heads during their next committee meeting, then return it for BOCC adoption. Department heads had no changes to suggest to the draft policy. The BOCC approved the policy as presented by resolution August 12, 2013. I will present the Department Head Committee with proposed revisions to the county’s personnel policies January 15, 2014.

November 14, 2013, I presented a work session to the BOCC describing various available options regarding potential regulation of licensed concealed carry in all 44 county buildings. The Board directed me to work with Commissioner Boyd on a security plan for one or more of the 44 buildings. Commissioner Boyd and I have met on this subject.

A security plan was developed and adopted by resolution before January 1, 2014, as required by statute. That plan is, by statute, exempt from the Kansas Open Records Act. The purpose of that KORA exemption is to avoid the disclosure of security measures.

I presented a revised draft personnel policy on concealed carry to the Department Head Committee February 19, 2014. There were no proposed amendments offered. That draft will now be placed on the next Department Head Committee agenda for action. The draft will thereafter be provided to the BOCC for its consideration and possible adoption. The draft personnel policy was approved by the Department Head Committee March 5, 2014, with a recommendation that the BOCC adopt it. The BOCC approved and adopted the personnel policy March 10, 2014. At the April, 2014, county officials luncheon, department heads requested information regarding implementation of the policy. The BOCC directed that I provide that. By Monday, April 21, 2014, I will provide an email to department heads with a copy of the policy, along with requested "bullet points" identifying key aspects of the policy.

Intergovernmental Support Partnership—Sharing of Equipment and Training Opportunities. During today's meeting I will present a CAR explaining the current status of proposed inter local agreements providing for a sharing of equipment and training opportunities between Fort Riley and the surrounding communities, to include: Riley and Geary County; Junction City and Manhattan. This was apparently developed at the instance of Fort Riley, due to a recently enacted federal statute encouraging military installations to engage in such arrangements with their local governing units. There is a "signing ceremony" for these inter local agreements scheduled for July 17, 2017, and it is apparently a firm date, because it coincides with Col. Clark's retirement the following day. He is the Fort's point man on this project. I believe the documents originally proposed were unenforceable, so I altered them and placed them in the format of two inter local agreements. My re-drafts have been circulated among the attorneys for the entities. It is my intention to have the BOCC approve the agreements between this date and July 17, "in concept" and authorize the Chair to sign the final version during the July 17th ceremony at the post. The Fort cancelled the signing ceremony originally scheduled for July 17th, and the attorneys for the parties are scheduled to meet early this week to resolve text differences in the agreements. July 23, 2013, I met at the Fort with counsel for the Fort, Geary County, the City of Manhattan and Junction City. The discussion was good and the basis for agreed changes was laid. Our goal is to have a draft of both agreements available for review by client representatives by July 29, 2013, the day prior to the next meeting of the working group of governing bodies, July 30, 2013. During the July 30, 2013, meeting on Post, counsel for the Fort presented a draft of the "training" interlocal agreement incorporating most of the changes proposed by counsel for the counties and two cities. The group's consensus was that the first agreement likely to be ready for potential approval by the governing bodies is the "shared training" interlocal. Attorneys for all parties will attempt to have the draft language approved as to form by August 9, 2013, with presentation for review by the governing bodies during the week of August 12th. July 31, 2013, I reviewed that newest draft training interlocal and emailed it to counsel for the City of Manhattan, Junction City and Geary County. Property and liability insurance issues for the governing bodies must be resolved before the proposed "equipment sharing" interlocal will be ready for review by the governing bodies. The Fort's lawyer has approved in concept a draft of the shared training agreement. Local government attorneys are to circulate that for final approval by our insurers. Final approval of the draft "shared training agreement" has been provided by the insurers. I have had a call in this week to the Assistant A.G. assigned to review interlocal agreements. Once she and I speak, I will provide that interlocal agreement for her informal review. Assuming she approves it "in concept," I will advise the attorneys for the Fort, Junction City, Geary County and City of Manhattan. The "shared training" interlocal will then be ready for presentation to all 4 local governing bodies. Once they have each authorized their respective chairmen to sign at a formal ceremony to be scheduled on post, we will make arrangements for that to occur. During the week of September 16, 2013, I spoke with the Assistant A.G. who will informally review the agreement. I may have it returned from that office within the next two weeks. The A.G. has returned the document with some proposed changes. I will review those changes with the various local government counsel prior to the next ISP working group meeting, scheduled for the week of October 21, 2013. The most recent scheduled meeting was cancelled because of the unavailability of parties attending KAC's annual meeting. The post has offered several alternative rescheduled dates and invited participants to respond. Contact for the Post has proposed a meeting of the group Thursday morning, November 14, 2013. Since the BOCC has its regular public meeting at that time, both Commissioner Lewis and I have declined, with an explanation of the conflict. I spoke with the Post contact November 12, 2013. He confirmed that, despite our absence, the meeting would occur November 14. January 10, 2014, I emailed counsel for the local governing bodies (and Fort Riley) a "final" draft of the interlocal "shared training" agreement, including revisions proposed by the Attorney General. I have requested that counsel review the document and comment. The core advisory group was advised at a meeting "on post" February 19, 2014, that the shared training interlocal agreement has been approved in concept

by the local governing bodies and is ready for a public signing ceremony arranged with Fort Riley. I expect the "shared equipment" interlocal to be completed and ready for signature by the parties by June 1, 2014. The final draft version of the "shared equipment" interlocal agreement was presented to counsel for the Fort some weeks ago. Once that is approved, it will be submitted to the local insurers and then the A.G. for informal approval.

Subdivision Regulations Amendment. Subdivision regulation amendments proposed by Planning and Development April 22, 2013. BOCC is concerned that regulations, as written leave at the staff level too much discretion in decision to approve or deny plans for sewer treatment system. There is not an obvious means for citizens to appeal a staff decision of denial. Board grants my request that I meet with Planning and Development and report back with information whether such an appellate right exists. Meet with Planning and Development Tuesday, April 23 and discuss. Prepare CAR for today's meeting. Commissioner Boyd directs amendment of sanitary code to clarify staff decision on plans is subject to review by BOCC. Monty is making that alteration and will return it to the BOCC for review and approval.

Lease Agreement--KSU Childcare Center--Health Department. I am working with Susie on a lease for this facility, on Health Department property. Susie is reviewing the latest revisions I have provided. Susie has responded with her suggested language, and I will add that to the agreement and provide it to her for review. I have provided Susie a final draft for review. Once she has approved that, I will bring it back to the BOCC for review. October 26, 2012, I provided our draft of the proposed agreement to counsel for KSU Childcare. If that draft is acceptable to them in principle, I will return it to the BOCC for approval. Susie has returned the lease, during the week of February 4, 2013, executed by KSU. I will place it on the BOCC agenda for signature February 14, 2013. This has been delayed while KSU provides the most recent version of the lease, which was not provided initially. Since I have not yet received the corrected version of the lease, I have emailed a final version to K-State's counsel, with a request that he obtain the necessary signature and return it to this office. The BOCC reviewed the lease in a work session March 28, 2013. I will relay proposed changes to K-State.

Network Usage Policy. Robert Nall has provided me for review and comment a proposed "Network Usage Policy." I will review and return with any relevant comments. Cindy Volanti, Robert Nall, Dawn Shoffner and I have met and reviewed Robert's policy. I have incorporated in the draft various questions to be addressed and some suggested text changes. We will reconvene to finish review of the document August 9, 2013. This item is scheduled for review by the Department Heads at their next meeting, followed by initial consideration by this Board afterward. As the CAR Department Heads have been provided in advance indicates, after the BOCC's initial review, it will go back to Department Heads for review. Our working group's goal is to bring this draft policy to the BOCC for substantive consideration first, in order to determine what parameters you find acceptable. Subsequent review by Department Heads will allow us to bring you for consideration any amendments or additions they recommend. We believe this process will speed development of a final policy document. Information Systems will present a CAR with the draft policy September 12, 2013. The BOCC approved the policy "in concept," and directed that it be presented to department heads for their approval. Department heads reviewed the document September 18, 2013. Their direction is to meet after the next scheduled department head meeting to review the document and propose any changes. My request was that we be certain sufficient department heads are present at any such meeting that it does not become a "subcommittee" of the department head committee. Taking a suggestion from Robert Nall, I intend to ask that we only meet for such discussions if there are at least 8 department heads present. That will help insure that any modifications agreed to by the group will have the support of a majority of a later full department head meeting. This should speed the review process. The department heads reviewed the document during their October 16, 2013, meeting and proposed several alterations. I will memorialize those proposed changes and circulate an amended and "clean" version for department head review. Robert Nall, Director of Information Systems/GIS, and I will meet to discuss department head proposed alterations November 14, 2013. Robert and I met November 14, 2013, and agreed I will prepare a series of "Tech Points" for possible inclusion within the policy, as a means of providing shorthand explanations of various "key points." Once our working group approves them, we will return to the department head committee for their review.

ATA Bus. Anne Smith has provided me for review and revision a draft agreement providing for a bus stop on the grounds of the health department. I will review and provide her any relevant comments. Friday, September 7, 2012, I provided a draft to Anne for her review. BOCC reviewed draft of license agreement during May 6, 2013 meeting. Approved in concept. I will provide to Anne a version with typo corrected.

Paving Benefit District Funding. Craig and I met during the week with a staff working group to discuss development of a policy for pavement district assessment public hearings. Our working group met a second time June 26, 2012, and I have provided the group an initial policy draft for review. Our working group reconvened

July 3, 2012, and performed more work on the “staff” list of steps involved in creation of a pavement benefit district, and reviewed my draft policy on pavement benefit district assessments. Our working group will meet again in late July. Craig met with the working group March 13, 2013, and further discussions were held. The working group is scheduled to meet next July 31, 2013.

KDOT Title VI Review. KDOT recently contacted Public Works to schedule a review of anti-discrimination provisions in their contracts and in county’s policies and practices related to transportation issues generally. I participated in a meeting on that subject with a representative of KDOT, Leon, Gary, Rich Vargo, and Cindy Volanti. The KDOT representative will prepare a report and provide us a copy at a later date.

Fire Protection Agreement between RFD #1 and City of Ogden. Pat Collins and I reviewed 2-9-12 the existing agreement. It is likely time to update that agreement. Pat will shortly be speaking to the City of Randolph, which is considering a similar agreement. I have provided Pat a draft for his review, incorporating the changes we discussed previously.

Existing Tatarrax Fire Station. For some time there has been an issue regarding the lot transferred to the City of Manhattan in exchange for the lot transferred by the City of Manhattan for use as the “Tatarrax” fire station. It has resulted in title to the lot on which the Tatarrax station sits remaining titled in the City. August 18, 2009, I met with Pat Collins on this issue. I have scheduled an August 31, 2009, meeting with Leon Hobson, Pat and me to go over the matter, at Pat’s request. Leon later declined to attend this meeting, stating he didn’t have the “institutional knowledge” Pat assumed he had. Discussing the matter with Pat August 31, 2009, I agreed to prepare a CAR to bring this matter before the BOCC. I will prepare a CAR for the BOCC to discuss this issue during May, 2011. This item will be resolved and removed from list before October 1, 2013.

Gateway Corridor Development. The County has for some time been interested in the development of that part of Riley County that is along the corridor followed by Highway 177 from the entrance of Manhattan to Interstate I-70. The recently approved comprehensive plan gives consideration to this development area, and County and Manhattan City elected officials and staff continues have worked toward plans for the extension of city sewer and water to this area. More specific information for water service is as follows:

Sewer Service to the Area. Completed 2010.

Water Service to the Area. The process outlined above will be generally followed for city water service. However, the County will need to resolve the question of possible overlap of the service area of Wabaunsee RWD No. 2 and the Konza Water Benefit District. The RWD asserts its service area extends to the east line of Highway 177. The Konza WBD has for some time been servicing part of this area. The County may at some point want to survey the overlap area to obtain a legal description of the overlay area and then petition the Wabaunsee RWD for removal of the overlap area from the RWD service area.

This project is being conceived as a three-step process: 1) cross the river with pipe for sewer and water; 2) provide sewer service to the Konza Sewer Benefit District II and businesses and others along Highway 177; and 3) if desired by the residents, provide water to the Konza Water District. Mike Butler has developed plans and cost estimates for this project. The County Counselor is working with counsel for the RWD #2 to determine and resolve possible conflicts regarding the area to be served.

Status: County and City staff developed a draft interlocal economic development agreement during 2010 for provision of water to the area. By September 9, 2010, both the City of Manhattan and the BOCC had executed the agreement (after the water advisory board had approved it). The agreement has been successfully filed with the Register of Deeds. The project has been completed. The final cost estimate provided to the County is not in the format required in the interlocal agreement. That is important because the current estimate does not include invoices for the costs associated with construction of the water line. The BOCC on July 22, 2013, authorized me to provide a letter to the City staff requesting that the costs be placed in the proper format, with accompanying invoices.

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
May 19, 2014 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM

II. PLEDGE OF ALLEGIANCE- Director Schoen

III. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by the Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

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| Pages 3-10 | A. Approve April 21, 2014 Law Board Meeting Minutes |
| Pages 11-22 | B. Approve 2014 Budget Expenditures/Credits |
| Page 23 | C. Juvenile Transport Reimbursement |
| Pages 24-25 | D. County Inmate Medical, Facilities, Maintenance & Repairs Expenditures- <i>(Review)</i> |
| Page 26 | E. Riley County Jail Average Daily Inmate Population- <i>(Review)</i> |
| | F. 1 st Quarter Reports- <i>(Review)</i> |
| Pages 27-31 | a) 82.1.4 Crime Statistics- Captain Hooper |
| Pages 32-38 | b) 61.1.1 Traffic Accident & Enforcement Analysis- Captain Moldrup |
| Pages 39-40 | c) 84.1.8 Seizure & Forfeiture Report- Captain Fink |

IV. GENERAL AGENDA

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|-------------|--|
| | G. Additions or Deletions |
| | H. Public Comment |
| Pages 41-42 | I. Edward Byrne Memorial Justice Assistance Grant & Public Hearing – Assistant Director Doehling- <i>(Vote Required)</i> |
| Pages 43-50 | J. Contract for Service Country Stampede L.L.C.- Captain Hegarty- <i>(Vote Required)</i> |
| | K. RCPD Follow-up to Law Board Requests- Director Schoen- <i>(Discussion)</i> |
| | a) Routine Reports on Alcohol Enforcement |
| | b) Review of Department Policies Concerning Officer Discretion |
| | c) Law Board Coordination with Community Advisory Board to Establish Open Door Meetings |
| | L. Executive Session- <i>(Vote Required)</i> |
| | a) Non-Elected Personnel Matters |
| | b) Attorney Client Privilege |
| | M. Adjournment- <i>(Vote Required)</i> |

In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Nichole Glessner at (785) 537-2112, ext. 2190 for assistance. Reminder: Riley County Law Enforcement Agency Meetings are now televised live on cable Channel 3.

Attachment: 05-19-14 Agenda (1520 : Law Board Meeting Agenda)